



Historic District



Preservation Plan Workbook

Indianapolis Historic Preservation Commission

*Prepared for the Indianapolis Historic Preservation Commission and Metropolitan Development Commission
By Preservation Development, Inc.*

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Historic District Application Form

Complete and return a copy of this form to indicate that the process of application for historic or conservation district status has begun in your neighborhood. Upon receipt, The Indianapolis Historic Preservation Commission (IHPC) will provide the applicant with a base map. Work may then begin on Step 1 (page 12, boundary map section). The people whose names are listed below will be used as liasons with the IHPC concerning this application.

Name of District or Neighborhood Proposed for Historic District
Designation:

Name of Applicant:
(Individual or Association)

Contact List:

Name

Address

Daytime Phone
No.

Signed: _____

Date: _____



Historic District



Preservation Plan Workbook

Introduction

introduction

How a Historic District is designated?

The Indianapolis Historic Preservation Commission has been authorized by state statute to designate local historic districts since 1967. By 1996, 10 historic districts had been designated. By state law, a district must have two public hearings before the Indianapolis Historic Preservation Commission (IHPC) and the Metropolitan Development Commission (MDC) before it is approved as a district. Every property owner will be notified before each of these hearings. The chart below illustrates the required path and components of the process.

In Indianapolis, the concept of historic and conservation districts (and the process for designation) is similar to that found in most cities in the United States. Since 1931 when Charleston, South Carolina, enacted the first comprehensive historic preservation law, cities have acknowledged the need for legislation that protects and preserves their historic resources and neighborhoods.

The document you are holding represents an innovative approach to application for historic district designation. The approval process remains the same, but using the "workbook" process, neighborhoods assume a high degree of control and direction in the effort. By creating a "petition" step, property owners can commit their support to the application early in the process. It is important that neighbors share information among themselves, participate in discussion and the accumulation of historic help the proposed district develop into a livable, vital historic community.

The chart on the next page shows the process by which a district is created. Each of the seven items on the chart (depicted in the black boxes) that are directed by citizens requires a completed "assignment" in the workbook. The assignments include the boundary map, the significance statement, the petition, an analysis of issues in the neighborhood, stated objectives and recommendations and design guidelines. The completed workbook is submitted to the Indianapolis Historic Preservation Commission (IHPC) and will serve as the basis for a preservation plan. The plan, compiled from information submitted by the neighborhood and reviewed by IHPC staff, is required for the designation of the district.

What is a Historic District?

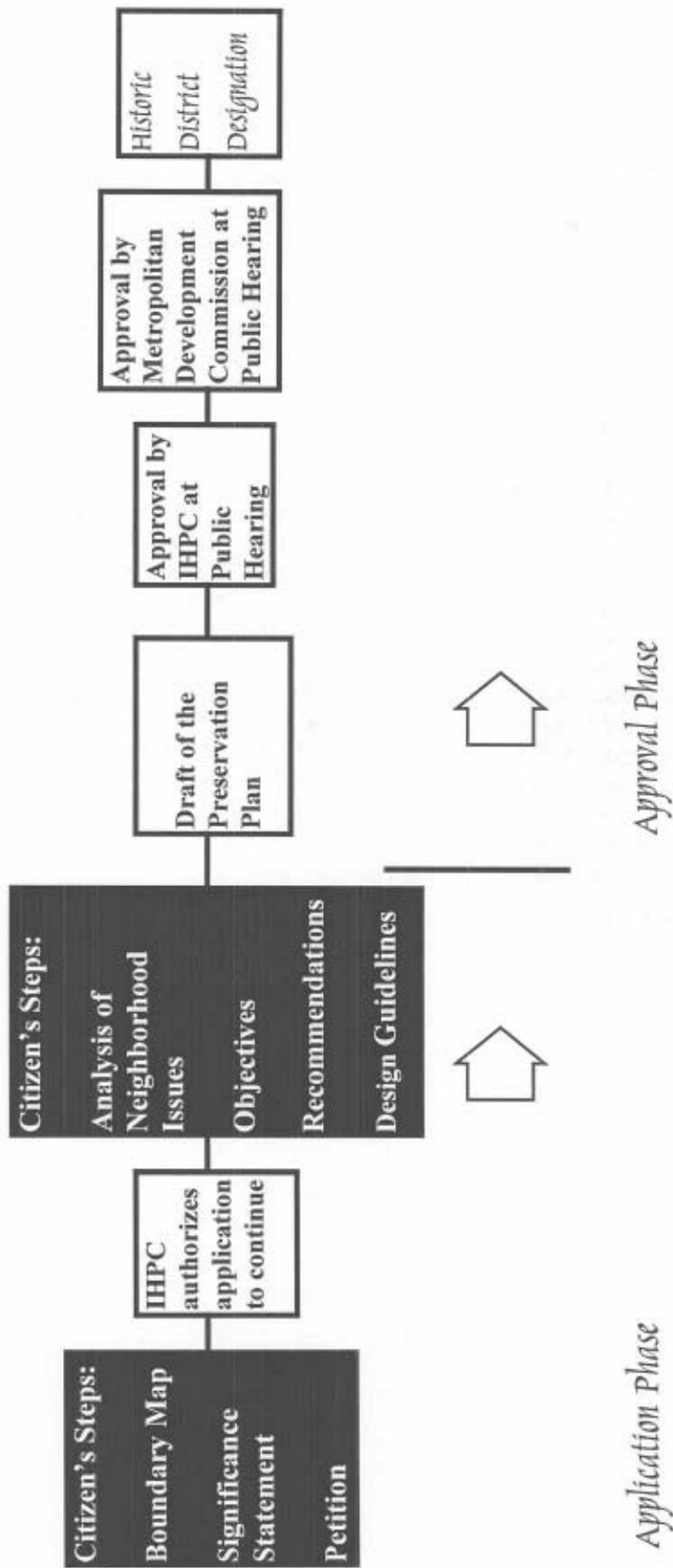
The Indianapolis Historic Preservation Commission has defined historic districts in the following way:

A historic district may be a single historic property or a collection of structures and sites that possesses a high degree of integrity in all of the following areas:

1. Location: Structures and sites that still exist where they were first created.
2. Design: Aesthetic quality made up of style, scale, integrity, proportion, and details.
3. Setting: Definable natural or created boundaries or a major focal point.
4. Materials: Physical elements that are original to the construction of a structure.
5. Workmanship: Evidence of the effort to create structural and aesthetic quality.
6. Feeling: Areas that create or retain a sense of time and place.
7. Association: Areas that are related to individuals, groups or events of historic interest.

An IHPC designated historic district is usually eligible for or listed on the National Register of Historic Places and qualifies as such because of architectural integrity. Architectural integrity is very important in a historic district and warrants comprehensive protection. Small architectural details are as important in defining historic district character as are zoning, new infill construction and demolition.

The Path to Approval of a Historic District



How application is made

The application form located at the beginning of the workbook serves notice that a neighborhood has started the process of application. It should be signed and returned to the IHPC offices. This workbook guides the applicants through a planning process, first certifying the boundaries and historic value of the neighborhood then analyzing existing conditions. Finally, it allows applicants to review and comment upon existing planning documents which may not adequately acknowledge the historic value of the neighborhood. A close review of previous official commentary about the neighborhood is structured much like a class room exercise to make it easily understandable. During the Neighborhood Analysis step, neighborhood meetings are required to broaden the discussion of any proposed changes to the plans and recommendations for the area.

How this workbook is used

This workbook assists property owners and citizens who are interested in pursuing local historic designation. The process is designed to encourage as much participation as possible, by putting forward easily understandable steps. The workbook format is much like an assignment book and citizen volunteers are expected to organize their own efforts. The completion of one step leads to the beginning of another. Each step is preceded by a list of resources and where this is found, the "You need" section typed in bold and located after the title. At the end of the process, information provided by the citizens will be collected (the workbook) and organized into what is called a "preservation plan." After review and compilation by the IHPC staff, the completed plan should be presented at a general meeting of the neighborhood. At this point, the district is ready to go before the Indianapolis Historic Preservation Commission and Metropolitan Development Commission for approval. The district is adopted when this plan is passed.

Of the seven steps required, only the final four require substantial input from property owners. These steps, which review all previous plans and regulations, must be structured to allow for as much public discussion as possible, because it leads to the drafting of objectives and recommendations. These statements must reflect opinions and conclusions supported by both the community and city staff. The notebook which follows is designed to be a step by step explanation of each required item, in layman's terms, with examples on facing pages.

why designate?

Identity

Local historic designation confers some of the same prestige as National Register status, but it also provides very real protection which National Register status does not. Local historic districts are now located in most cities in the United States. Far from being experimental or uncertain, local districts carry with them a proven track record. Cities advocate districting as a way to recreate livable communities to insure the continued vitality of existing neighborhoods. There is a recognition among citizens all over the community and within the city administration that a designated historic district is deserving of many kinds of special consideration.

Protection

The goal of a local historic district is preservation of the historic neighborhood. Local designation permits review of exterior modifications to existing buildings against a set of standards. Most people realize that change is inevitable and necessary to make historic neighborhoods more livable. The review process allows communities to manage this change with more sensitivity to those issues which affect historic character. When priority is placed upon retaining the integrity of an area, then local districting is indicated.

Stability

Frequently the request for designation is in reaction to a perceived threat to the balance of the community. An example of this is the sudden demolition of buildings concentrated in one part of the district, or any indication that land is being cleared with an intent to build inappropriate new structures or building uses. The review process will delay demolition plans and arrange for alternatives. Design Guidelines, which are adopted with any historic district, give the IHPC the opportunity to comment on the appropriateness of the design of all new construction.

Marketing

There are many other reasons to consider designation, besides the preservation of residential neighborhoods. Often, commercial districts retain enough of their original historic buildings to encourage the development of a unique marketing strategy. Merchants decide that with an historic theme in place, the more unified market will be more attractive and competitive. Local districts allow owners to place sufficient controls on exterior remodeling that, similar to the design control within a suburban shopping mall, their area will be a unique identifiable destination for years to come. That corner drugstore, vacant for years, may see new investment when an historic theme is in place.

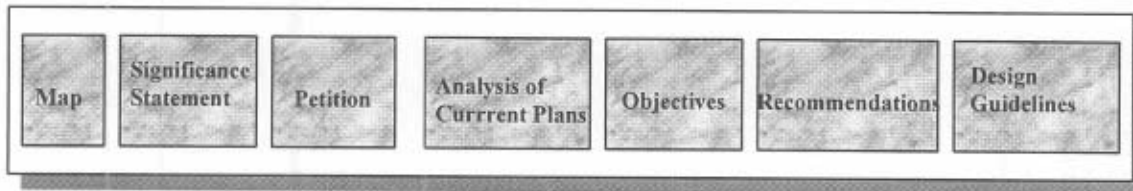
Community Recognition

An historic district provides increased status with regards to all public hearing processes. Often residents must spend inordinate amounts of personal time attending and addressing public hearings in order to prevent inappropriate change. In 1995, the IHPC assumed authority to rule on all variances and zoning changes within historic areas. They are authorized to consider the compatibility of any proposed change to the integrity of the district. This will insure that the ideal of stabilization is pursued and that planning decisions convey the priority of the historic value which has been placed on the area.

Revitalization

Local historic districts frequently spur revitalization by encouraging investment in existing properties and attracting new development. Often this occurs in areas which have undergone long periods of neglect and decay. Neighborhoods which can guarantee the security of a district enjoy increased interest among potential buyers.

Preservation Plan



Step 1: boundary map

The **boundary map** is completed first. If the neighborhood is listed or eligible for the National Register, then a map of significant historic buildings is already available. A walking survey to verify boundaries is advisable, and amendments to the boundaries may be considered at this time. For neighborhoods with no National Register information, a map may be drawn using the instructions provided on page 9.

Step 2: significance statement

The **significance statement** simply describes the reason why a district is being proposed. It answers the questions, what is historic and why? Any district which has been deemed eligible for the National Register of Historic Places has already been the subject of research and documentation regarding its significance. However, there may be neighborhoods considered for historic district status which have never been the subject of any individual study. For those areas, Step 2 will require additional information. This workbook provides instructions for those who must do further research on behalf of a district.

Step 3: approval of petition

A **petition** follows the education phase. If 75% of the owners of parcels within the boundary area agree that designation should be pursued, then the proposed district is forwarded to the IHPC for its approval to continue. Without this approval, the application stops here.

Step 4: analysis of issues

The next step **analyzes issues facing the neighborhood** and proposes solutions. The larger part of the community planning effort is achieved in this phase. The workbook method allows residents to participate in the analysis of existing plans for their area and to revise them if necessary.

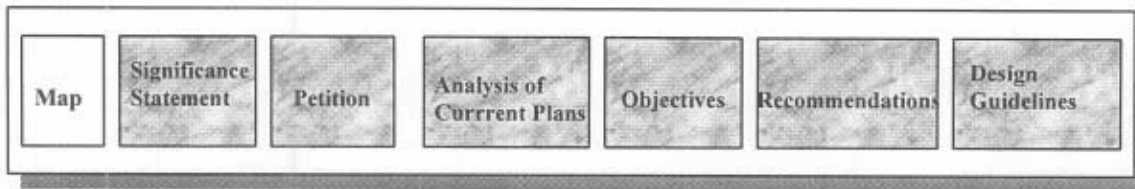
Steps 5 and 6: objectives and recommendations

Based upon the previous analysis of plans, property owners create a list of objectives or general goals for the proposed district. With these objectives in mind, they are prepared to draft recommendations, which will be reviewed by the IHPC staff before they are included in the plan.

Step 7: design guidelines

Design Guidelines are an integral part of any preservation plan. Standard guidelines are supplied by the IHPC. They help support the existing character of an historic area and protect its visual aspects. By monitoring and influencing the visual impact of development, they encourage consideration of designs which are compatible with areas targeted for historic preservation. Some design guidelines will be enforceable by the IHPC and some will be voluntary. Property owners should go over the guidelines carefully to make sure they are acceptable to most people.

Preservation Plan



boundary map

Step 1

What you need:

- ⇒ A base map of the area containing the proposed district
Provided by: IHPC staff
- ⇒ If nominated: copy of the National Register of Historic Places Nomination Form which references your area
Location: Indiana Department of Historic Preservation and Archaeology Staff
State Office Building, 402 West Washington Street, Room 274

The first step in an application for Historic District designation is to confirm boundaries for the proposed district. This allows interested citizens to determine which property owners will be part of the dialogue early in the process.

Your neighborhood may already be included in a National Register District. You may choose to have identical boundaries or not. If it is decided that the proposed boundaries for the local historic district will not match the National Register District map, then applicants must redraw the boundaries according to the guidelines that follow.

A district is a contiguous mass of property. Boundaries should encompass the significant resources within a district. Some individual structures within those boundaries, either too new or massively changed, may not meet the criteria for significance assigned to the district as a whole. However, they should not be removed if they result in "holes." They remain within the district and are called non-contributing structures.

The edges of a district should have very clearly understandable boundaries which might be defined in several ways:

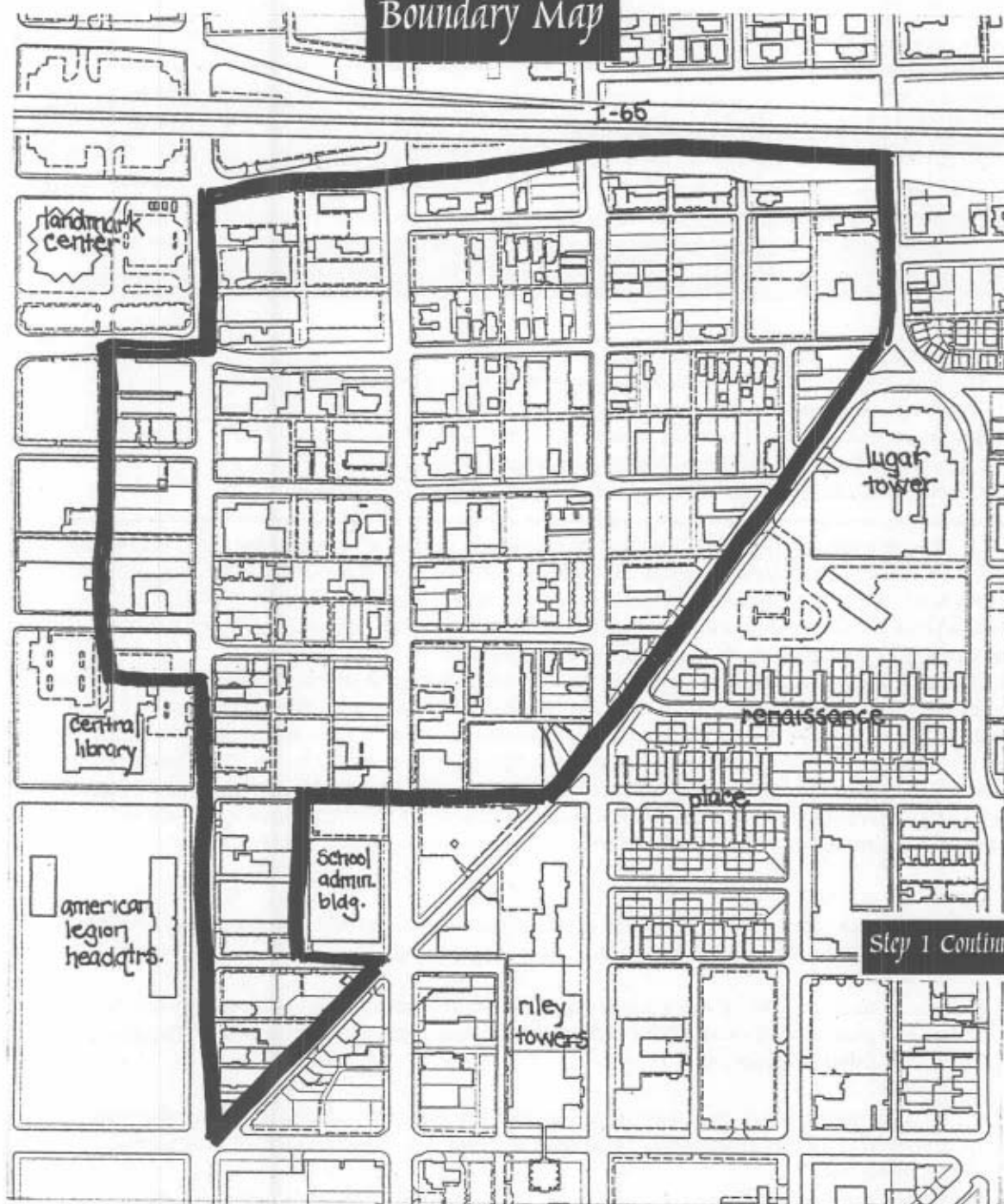
- by a visible change in the historic characteristics of an area, as for example, the abrupt appearance of new construction unrelated to significant features or themes in the district;
- by private property lines, which should not be crossed by district boundaries;
- by clear divisions of use which reflect differing patterns of historic development;
- by manmade barriers, such as walls, bridges, curblines, open areas, cemeteries and new and disassociated development;
- by natural features such as valleys, forests, rivers, open areas; or
- by historic boundaries, such as old city limits, subdivision lines.

Edges should never be ambiguous, open to interpretation or require physical measurement to determine, such as "30 feet south of the centerline of Elm St." The "base map" is provided by IHPC staff. This map will include existing property lines, building outlines, streets, thoroughfares, and natural features such as creeks and rivers. Boundaries should be applied to it according the above criteria. Attach a folded copy of the map to this notebook.

Effect: The map will define the limits of the area which will fall under design regulation when the historic district is officially adopted.

Example facing page: Boundary map of a proposed district

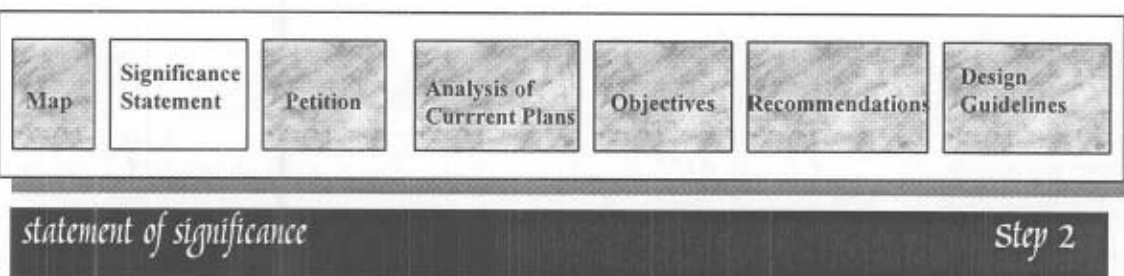
Boundary Map



Step 1 Continued

Establish boundaries by identifying changes in development patterns, era of construction, and features which form obvious borders in the neighborhood such as highways, rivers, etc.

Preservation Plan



What you need:

- ⇒ If nominated, a copy of the National Register of Historic Places Nomination Form which references your area
Location: Indiana Department of Historic Preservation and Archaeology Staff
State Office Building, 402 West Washington Street, Room 274
- ⇒ Other sources that explain history and significance of the neighborhood

The "significance statement" explains why an area is worthy of protection by analyzing the unique historic value the neighborhood represents to the city as a whole. It contains a short history and pertinent information identifying outstanding individual properties, architectural features and elements of the neighborhood. The statement is the part of a Historic Preservation Plan that justifies the creation of an Historic District. It also functions as an introduction to the plan.

A completed National Register nomination form is generally required for historic district application, however there may be some instances in which the IHPC would entertain the possibility of a district in an area that is not listed. If this is the case, please consult with IHPC staff about their support for your request. If the district is listed, a copy of the nomination can be provided by the State Department of Historic Preservation and Archaeology Office. This document gives the basic information needed for a significance statement. In fact, the significance statement used in the National Register nomination (called item 8 on the form) may be adopted in its entirety as a part of your area plan. Follow the instructions below.

- If your boundaries correspond to a National Register nomination, provide a copy with this workbook and skip the rest of step 2. Go directly to step 3.
- If the boundaries of your proposed local historic district are different from those of a National Register district, then editing of the statement is appropriate. Go to page 15, "To Amend an Existing Nomination."
- If your area is not nominated to the National Register, you will need to gather substantial amount of new information. Go to page 15, titled "If a New Significance Statement is Required."

Attach a copy of the significance statement for your proposed district at the end of this step (#2). This may be a copy from a National Register nomination, a copy from a National Register nomination that is an amended, or an original statement.

Effect: The historic integrity and importance of the district must be verified in the statement. Although there is no real result of the significance statement per se, without evidence of its significance, an historic district cannot be adopted.

further instructions for completing a significance statement:

To Amend an Existing Nomination

Although a National Register nomination is thoroughly researched, your neighborhood may submit additional information about specific structures or people associated with the area, or other information which elaborates the importance of the district in an amended significance statement. If your proposed historic district does not have exactly the same boundaries as the National Register district, then the nomination must be edited to remove descriptions of structures that are not within the proposed local district or additional description and analysis may be required to add structures not with the National Register district but proposed for the historic district.

Using a completed nomination as a basis, it should not be necessary to hire professional consultants to research the district. If original research is necessary, it may provide you with the incentive to gather more active participants from the neighborhood. Several sources of historic information are available and a summary of those sources and their locations are included at the end of this section.

An amended National Register significance statement does not need to be retyped. A legible copy may be submitted with words or sentences crossed out and new information inserted.

If a New Significance Statement is Required:

If no work has been done on a statement for your proposed district, follow the instructions below:

Section 1

The **analysis of significance** should start with a general statement concerning the significance of the district according to the five criteria adopted by the Indianapolis Historic Preservation Commission:

- exemplary of an historic event
- illustrative of a significant person
- contributing the history of architecture and engineering
- archaeology
- historically significant interior space, usually public

Next the analysis identifies what in the neighborhood is distinctive, characteristic of its history and worthy of preservation. These aspects may range from something as ordinary as the use of stone embankments in the front yard to identification of homes designed by architects in the area. Lot size, proximity of structures, placement of porches, outbuildings, use of alleys, number of stories, tree cover, sidewalks (or lack of sidewalks) are all attributes of a neighborhood which give it a unique visual impression. The analysis should provide an overview of those aspects of the neighborhood which give it a distinctive character.

Section 2

A **short history** can be compiled from the sources given on the next page. Within the text, individual properties can be evaluated in terms of their historic importance.

Section 3

An **index of properties** which "contribute" to the historic value of the district is another component of the statement. A contributing structure that contains features considered to be characteristic of the area generally and illustrative of its historic value.

Sources for Significance Statement

IHPC offices City County Building 200 East Washington Street Suite 1821
Indianapolis-Marion County Library 40 East St. Clair
Indiana Historical Society Library, 315 West Ohio Street

Historic Photograph Collections

Where possible, it is recommended that historic photographs of the neighborhood be collected, identified, copied and included with the text of the significance statement. These documents create a standing library of resources for residents of the area. The archives of the Indiana Historical Society contain several historic architectural photograph collections, the most comprehensive of which is the Bass collection. This collection is already indexed. Expect to find many photographs of individual residences as well as commercial properties, schools and churches. The best source of residential photographs is, of course, the owners, some of whom may have privately researched their own properties. Or, if long time residents, they may have historic photos in their family collection.

Sanborn Fire Insurance Maps

Where additional research is necessary, another resource is the Sanborn Fire Insurance maps collection or Baist's Atlas, which provide the early development history of Indianapolis. These are available at the IHPC office. The available Sanborn maps are dated 1887, 1898, 1915-54. Like modern computer-generated maps, they show aerial views of the city complete with existing structures and property lines. It is possible to follow the history of an individual building through time. Building additions and demolition can be verified by observing the changing building outline on the map.

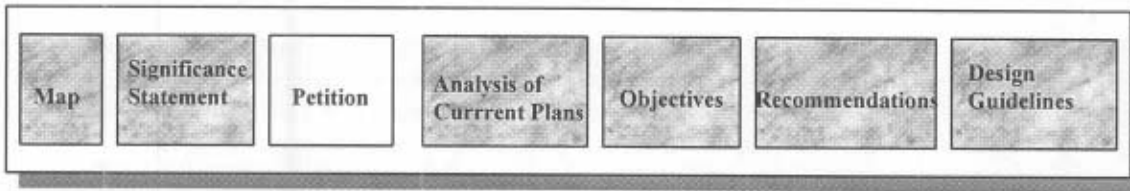
City Directories

City directories, available in the Indianapolis-Marion County Central Library reference room, 40 East St. Clair Street provide a yearly record of the occupancy at each address. They also provide use and occupational information. Polk City Directories cover the years between roughly 1858 and 1989. Several other early directories include 1855-1860 on microfiche, also Edwards Annual Directory 1865-69, Logan's Indianapolis Directory 1867-68, and Swartz and Tedrowe's 1872-75.

Other Sources

The Encyclopedia of Indianapolis is a recently compiled history of Indianapolis and is a helpful start for any neighborhood research. In many cases, the history of a neighborhood is collected here in a condensed form. Copies are available at the Indiana State Library, in the Archives of the Indiana Historical Society, Indianapolis Marion County Central Library and can be purchased at local bookstores. Other texts which are routinely used for historic research in Marion County include: Sulgrove's History of Indianapolis and Marion County and Jacob Dunn's Greater Indianapolis: The History, The Industries, The Institutions, and The People of a City of Homes, 1910.

Preservation Plan



petition

Step 3

What you need:

⇒ Petition form

Location: IHPC offices

After the proposed boundaries of the district have been established and a significance statement completed (Steps I and II), property owners are ready to petition for support within the established boundaries of the proposed district. A copy of the petition form complete with addresses, property owners and properties will be given to you by the IHPC. Residents must provide the IHPC with evidence verifying that owners of **at least 75%** of the parcels favor efforts to designate. An attempt should be made to approach and obtain responses from 100 % of the property owners in the proposed district, however this may be impossible. In any case, the benchmark must be met before the IHPC will consider going further with the designation.

The petition should be circulated after an effort is made to educate property owners about their area's historic importance and what historic designation can mean to the neighborhood. IHPC staff can answer questions and supply you with brochures. The completed significance statement will be useful in heightening public interest in your particular neighborhood. People are often interested in the history of their unique property, which will frequently be made available to them for the first time in the significance statement. Either a general meeting or door to door visits may be appropriate, depending on what the applicants think will be effective in their neighborhood.

After completing the petition, fill in the information on page 19 and attach it to the front of the petition. Please submit all workbook materials to this point, to be used in the review of the application. At this time the Indianapolis Historic Preservation Commission makes its decision on whether to continue with the district application.

Effect: A successful petition will allow the application to continue to Step #4. Without a successful petition the application cannot proceed until the owners of 75% of all the parcels in the district agree to continue.

Sample facing page: This is a sample of the petition you will obtain from the IHPC office.

By voting "yes" I verify that I support an application for local historic district status for the area defined on the attached map. By voting "no" I indicate that I do not wish the application to be pursued. I understand that all property owners will be invited to participate in a public hearing during which the preservation plan for the proposed district is considered by the Indianapolis Historic Preservation Commission.

sample

Review of the Petition

Please submit this page with the completed petition. The IHPC will analyze the boundaries, significance statement and the results of the petition. A proposed district must demonstrate historic significance as well as popular support.

The petition benchmark is 75% approval. Because of these other considerations, reaching or exceeding the benchmark does not guarantee that the IHPC will decide to continue but greatly increases the chances.

The IHPC will be looking for the owners of at least 75% of the parcels to support conservation district protection. If that benchmark cannot be reached, then it will be highly unlikely that the IHPC will direct its staff to continue with the designation process.

Please answer the following questions about the results of your petition:

1. Number of parcels with owners in support
(Those who voted "yes") _____
2. Number of parcels with owners in opposition
(Those who voted "no") _____
3. Number of parcels with owners who did not respond _____
4. Total number of parcels in the district
Count the labels given to you by the IHPC. _____
5. Percent of parcels with owner support
Divide #4 by #1
75% is the Benchmark _____

You may want to make some observations of your own about the petition results. Include any comments you have regarding the findings on the lines provided below or an attached sheet.

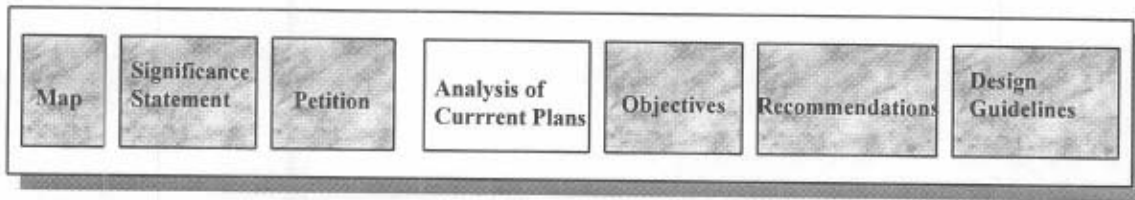
IHPC Review of the Workbook Materials:



Three steps have been completed in the application workbook: a map showing boundaries, a statement explaining why the district is historically significant, and a petition to demonstrate popular support. Turn in the workbook to the IHPC office.

At this time, the IHPC considers whether the application has the merit to continue. The results of the petition must provide the Commission with confidence that the application has popular support among property owners. The benchmark used is the support of the owners of at least 75% of the parcels. The Commission will also review work submitted on the boundary map and significance statement, in order to verify the value of the proposed district. Upon approval of the IHPC, the application may proceed to the next step in the workbook, "Analysis of Neighborhood Issues."

Preservation Plan



analysis of neighborhood plans and regulations

Step 4

It is necessary to draft both preservation objectives and recommendations for the proposed district. It is helpful if an area has a long-standing, active neighborhood association to assist. There may already be plans, adopted by the city, which comment upon the proposed district. To make the process easily understandable, the notebook provides a step by step analysis of existing plans and a survey of existing conditions. But it also requires organization and participation by neighborhood residents and property owners. It is the goal of this step to incorporate the skills, interests and knowledge of residents in the community to assist in analyzing the district. Steps in the analysis are as follows:

1. Familiarize yourself with the neighborhood



Land Use Map &
Survey: Research

2. Analyze existing Plans



Zoning Review : Notes

Comprehensive
and Area Plan Review: Notes

Traffic and Thoroughfare
Plan Review: Notes

3. Begin to identify specific areas of concern



Assets and Liabilities Map: Conclusions

One of the principal functions of a historic district is to provide stability and protection for the properties within its boundaries. By virtue of designation, neighborhoods are deemed a significant and valuable resource to the city. All previously adopted plans must be reviewed in light of this new policy.

The work book directs the study of these sources: land use, thoroughfare, comprehensive plan, and zoning. You will make notes on the appropriateness of the goals and directives in these plans. The chart above shows the different ways a neighborhood can be analyzed. First, land uses and problem areas can be applied to a map in order visualize them spatially and acclimate participants to neighborhood issues. The next step, zoning review is best accomplished by a group of neighbors, who can discuss the effectiveness of current zoning in their community. Areas of concern may be listed in simple statements on the worksheet section of the workbook.

The general format for each section is: instruction page, example, and work sheet. The first effort is a survey of existing conditions, the land use map. A closer analysis of the district may result in some change to past recommendations. A conservation district proposal produces new information and a new set of recommendations specific to the historic context which has been documented. Think of this step as research for a paper or presentation.

*land use map***What you need:**⇒ **Base Map with Boundaries of proposed district****Location: IHPC Offices**

Think of this as a simple exercise which will provide you with the information necessary to make more important observations about your neighborhood in future steps. IHPC staff will provide you with several copies of a base map with boundaries of the proposed district. The map shows building outlines of all the structures in the district including accessory buildings, garages, and parking lots. In addition, street names, property lines, and natural features are already identified on the base map. The map should be a large enough scale to allow you to place written details on individual properties, including addresses found in the field. Verification of address is an important facet of this step.

Develop a system to identify categories of use by shading properties (see the facing page). Literally every parcel (as delineated by property lines) within the boundaries of the district should be documented. Categories of use include: single and two family residential, multifamily residential, retail-office, industrial, and public. You will find many uses that do not conform with their zoning districts. These are usually long standing and predate zoning changes or they may be allowed by variance approved by the city.

First, gather land use information in the area on a block by block basis and transfer it to a map. This activity, called a survey, is a good way to involve other citizens and property owners in the process of nomination. Assign an area to someone. This exercise will provide you with real information about the constantly evolving patterns of your neighborhood. People who have walked the streets of your neighborhood to do the survey will have first hand information about its day to day business. An understanding of these patterns is necessary to begin to identify issues: such as traffic congestion, areas of zoning violation, the need for lighting, sidewalks, or amenities. Remember your observations. These can be documented in the *Assets and Liabilities Map* step which follows.

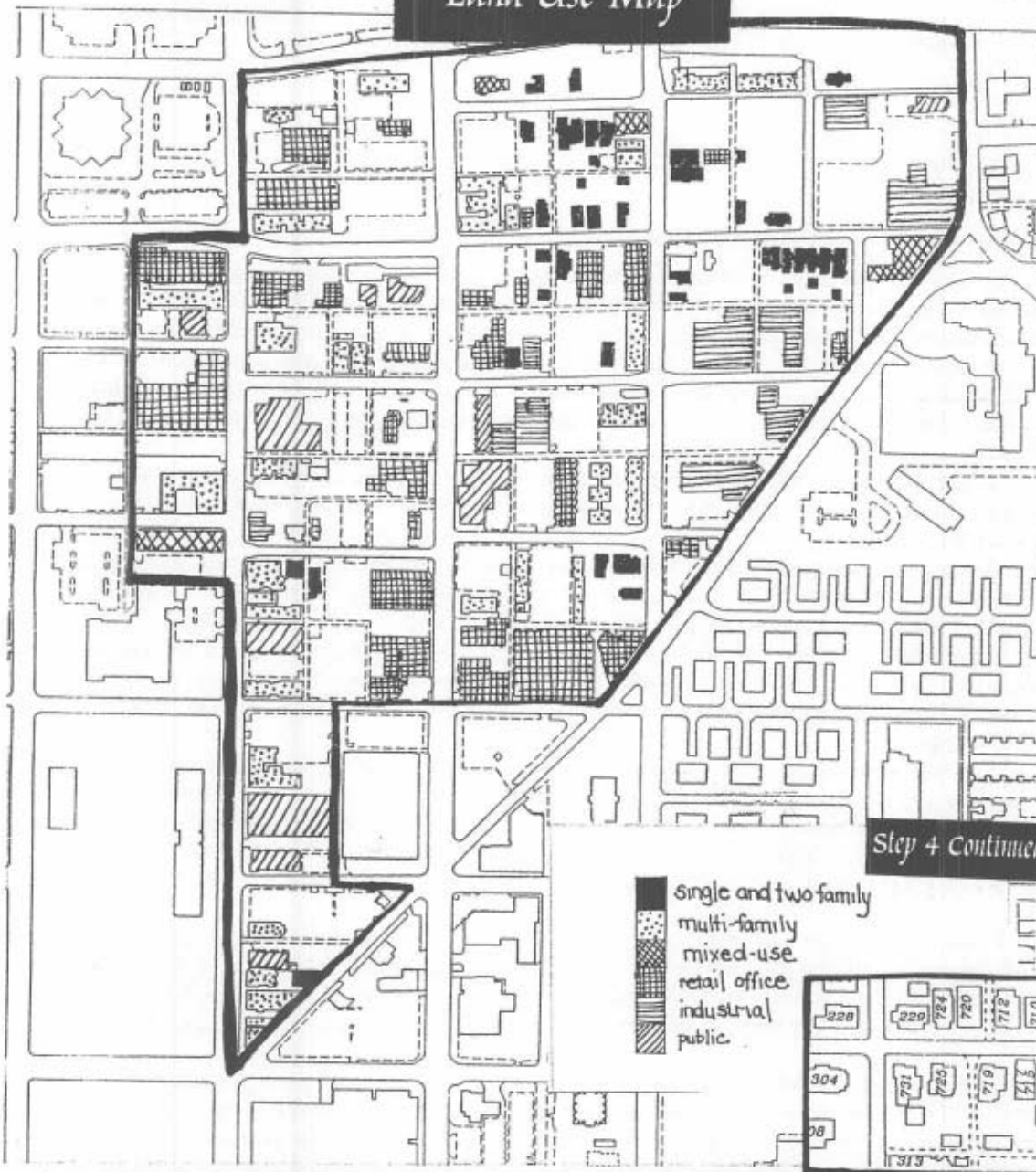
Attach a folded copy of the completed map to this notebook.

Effect: The designation of an historic district does not effect existing land use. However, the IHPC will have the authority to review and approve all future requests for use variances and rezoning.

Example: Land Use Map

Land Use Map

Sample



Identify land uses by category: single and two-family, multifamily, retail-office, industrial, public, and mixed use. Shade each structure appropriately. The map you will receive will be larger and it will allow you to shade the lots rather than just the outlines of the buildings. It will also show addresses clearly (see inset.). Check them with the actual addresses you find while surveying the neighborhood.

review of zoning map and explanation

What you need:

- ⇒ Zoning Map and text
location: IHPC offices

The city provides all its residents with continuous regulation for existing development and planning for future growth. Zoning restricts where specific uses may locate, and is the oldest form a land regulation. It also ascribes conditions to the separation of land uses. Some of these conditions are called setback, height limitations, and buffering. Often it helps to buffer incompatible uses such as heavy industrial and residential. Zoning does not take into account design issues except in the most fundamental ways. Zoning does not protect the appearance of the neighborhood, nor what residents have come to value as its "historic character."

Zoning, as a legally enforceable regulation, was first used early in the 20th century and reflects the changing attitudes of society at that time toward the need to separate land uses. Nineteenth century development patterns tended to group neighborhood serving businesses close to housing. As 20th century transportation improvements gave people better mobility, society began to place a value on separating land uses. Smaller local stores began consolidating and eventually located in strip centers, large outlying sites, and shopping malls. Zoning tends to encourage this type of "separated" development pattern.

Many older areas of the city exhibit the structural remnants of earlier, pre-zoning development patterns, usually in the form of commercial nodes at intersections within otherwise residential neighborhoods. It becomes a modern puzzle to select appropriate kinds of uses for these older, often vacant, storefronts.

A local historic district provides design review that can prevent heavy-handed remodeling of an historic building. It can also expedite the approval of parking variances which, in turn, reduces the need for expanses of asphalt and the pressure to demolish historic buildings in order to provide parking. If current zoning allows development that could have a negative visual impact on the neighborhood, an historic district designation allows the IHPC to control (by using design guidelines) how that development will look.

Check the zoning for your neighborhood and analyze whether it appears to be appropriate.

Although the zoning will not be changed with historic designation, recommendations from the plan will guide decision makers in the future about all land use issues that require public action. The IHPC is directly involved, as a deciding body, in cases of rezoning, variance and special exception in historic districts.

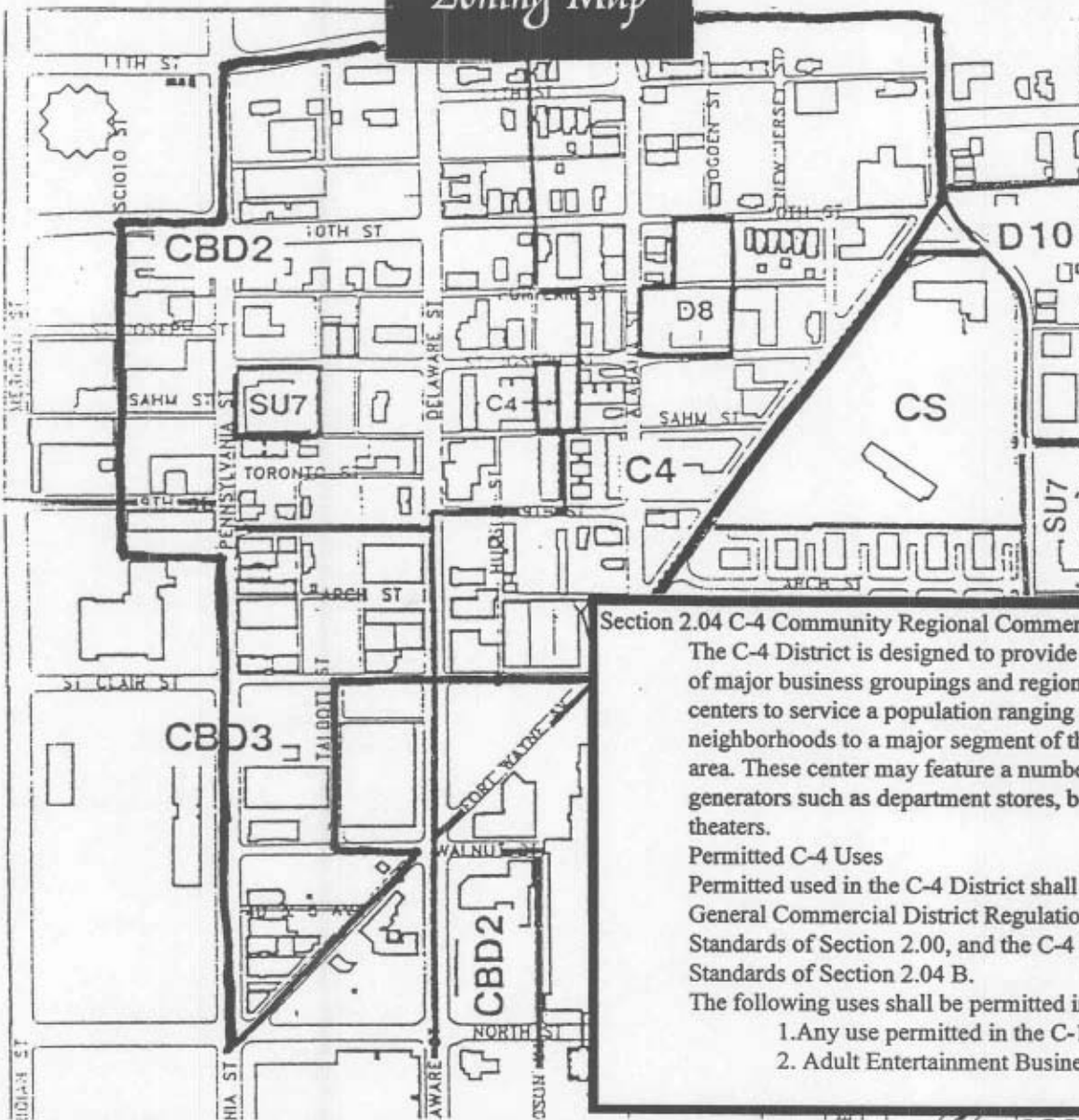
A preservation plan develops *recommendations* for compatible zoning, paying particular attention to the impact of some zoning regulations, like required parking, which may further destroy the historic character of the area. A short list of questions on the facing worksheet will provide guidance in reviewing the zoning for your area. The list of questions is only a start. You may come up with additional observations for your area. Attach extra sheets to the workbook for your responses if necessary.

Effect: Historic designation **does not** change existing zoning. The preservation plan will affect new requests for rezoning or variance.

Example: Zoning Map

Zoning Map

Sample



Section 2.04 C-4 Community Regional Commercial District:

The C-4 District is designed to provide for the development of major business groupings and regional-size shopping centers to service a population ranging from a community of neighborhoods to a major segment of the total metropolitan area. These center may feature a number of large traffic generators such as department stores, bowling alleys and theaters.

Permitted C-4 Uses

Permitted used in the C-4 District shall conform to the General Commercial District Regulations and Performance Standards of Section 2.00, and the C-4 District Development Standards of Section 2.04 B.

The following uses shall be permitted in the C-4 District:

1. Any use permitted in the C-1 or C-3 District:
2. Adult Entertainment Business

A zoning map of your area will be provided by the IHPC. Information describing the regulations and uses permitted in each zoning district will accompany the map. Make sure that you review the overall fit between the uses permitted by zone and the recommendations that you may propose for certain areas to encourage more compatible uses. If there is a conflict between current zoning and proposed uses, it should be stated on the worksheet or later in Step 6 : *Recommendations*.

zoning worksheet

Step 4 continued

Answer the following questions after studying the zoning map and text:

Identify (list) which areas within district boundaries are likely to see new construction (such as vacant lots and areas of blight that could be demolished).

Speculate how the existing zoning will influence that development. Is the new development likely to be appropriate to the historic district?

Do parking requirements associated with commercial zoning encourage demolition of historic property (is there enough open space to construct required parking)?

Are historic buildings in each zoning district suitable for the uses allowed by the zoning classification for each zoning district (i.e. are single family houses zoned commercial or multi-family)? Identify instances where there is a conflict between a structure's original use and the zoning district.

Locate areas at the edge of the district (outside the boundaries) where uses outside the district may seek expansion into the district and identify if zoning would permit this expansion. These are areas which are where change can be predicted.

Other comments and observations: (Attach sheet)

*review of traffic and thoroughfare plan***What you need:**⇒ **Summary of Traffic Plans****location: IHPC offices**

The Traffic Plan for an area summarizes future improvements for local streets and thoroughfares. The Thoroughfare Plan is one element of the traffic plan you will review. Like the zoning map and the comprehensive plan, the thoroughfare plan is a public document which discusses the larger city but may include information about your area. In these large plans, only a few paragraphs of text may apply. The IHPC will also provide information about other known street improvements.

When a historic district is proposed, reconsideration of existing plans becomes important because previous recommendations may require drastic changes in the historic streetscape. The removal of older sidewalks, the construction of new sidewalks, the widening of a street, or the removal of tree medians, are all actions that could negatively affect historic character. Therefore a review of the city's plans in light of the proposed historic designation is in order. As a part of this review, you may comment on the effectiveness of traffic controls in your area and where signage may be needed.

Effect: The IHPC will not have the authority to alter the thoroughfare plan or change existing conditions. The IHPC will have the authority to approve physical changes that might occur because of implementation of the plans.

traffic and thoroughfare plan worksheet

Step 4 continued

Consider the following questions and write a list of comments after studying appropriate sections of the Thoroughfare Plan:

Is any potential or scheduled street widening compatible with the proposed district?
Name the improvement and describe its impact.

Will any historic elements of the neighborhood be removed or inappropriately modified, for example medians or tree plots, because of these plans? List

Sidewalks (materials, location and whether or not they exist), are important elements in any neighborhood. Are plans consistent with the character of the district?

Create a list of traffic hazards in your neighborhood. These may be pedestrian crossings, intersections that need signals, parking exits onto a public street, etc. Prioritize them from most important to least important.

Other comments and observations:

(Attach sheet)

*review of comprehensive and area plans***What you need:**

- ⇒ **Comprehensive Plan and other area plans**
location: IHPC offices
-

The Department of Metropolitan Development is obliged to revise the Comprehensive Plan for its jurisdiction every twenty years. This plan guides decision making in all public hearing processes. Often areas of historic value have already been identified in the comprehensive plan. Although this may provide some guidance, the new preservation plan should be more specific and up to date. Be aware that the preservation plan that you are helping to develop will serve as a guide to decision making by bodies like the Indianapolis Historic Preservation Commission and Metropolitan Development Commission when they look to the Comprehensive Plan in ruling on variances and rezonings, much as the comprehensive plan had previously.

Other plans called "sub-area plans" may have also been written about your neighborhood. These tend to be more specific and may have information about particular properties, intersections, and redevelopment opportunities in your area. The worksheet will provide you with an opportunity to respond to the things which have been written about your neighborhood.

Effect: The preservation plan, when adopted, officially becomes a part of the City's Comprehensive Plan. It is used to formulate staff recommendations on all requests for rezonings and variances within the historic district. These requests are heard by the IHPC.

worksheet for comprehensive and area plans

Consider the following questions and write a list of comments after studying the Comprehensive Plan and area plans for your neighborhood:

Are recommendations compatible with the concept of the historic district? Identify elements that could be incompatible.

Has new development been completed since the adoption of the existing plans? How does the new development affect the neighborhood?

Are the land use suggestions still appropriate? Are there areas targeted for "redevelopment" which would require historically sensitive treatments after the designation? List their locations.

Have some buildings been demolished which were specifically addressed in the existing area plans? List them.

Other observations and Comments (Attach sheet)

creation of an asset and liability map

What you need:

⇒ Base Map

Location: IHPC offices

Another useful exercise is the creation of an *asset and liability map*. “Liability” is a planning term defined more simply as the “problems” in the neighborhood. These are the things most neighbors discuss among themselves and you will find residents and property owners very willing to contribute to this discussion. This particular exercise assists in drafting recommendations to solve those problems later (step 6). The exercise of placing information on a map helps participants to imagine their neighborhood spatially. Use the symbols to separate the two, assets and liabilities, recording them on a copy of the base map. Obvious examples of assets may be parks, bus lines, health and community centers. Liabilities may include hazardous intersections, vacant and derelict properties, areas where zoning encourages development denser or more intense than the existing structures may accommodate without heavy modification. This map, drawn on a large scale base map, should be brought to the neighborhood meetings. It will be a useful guide for discussion.

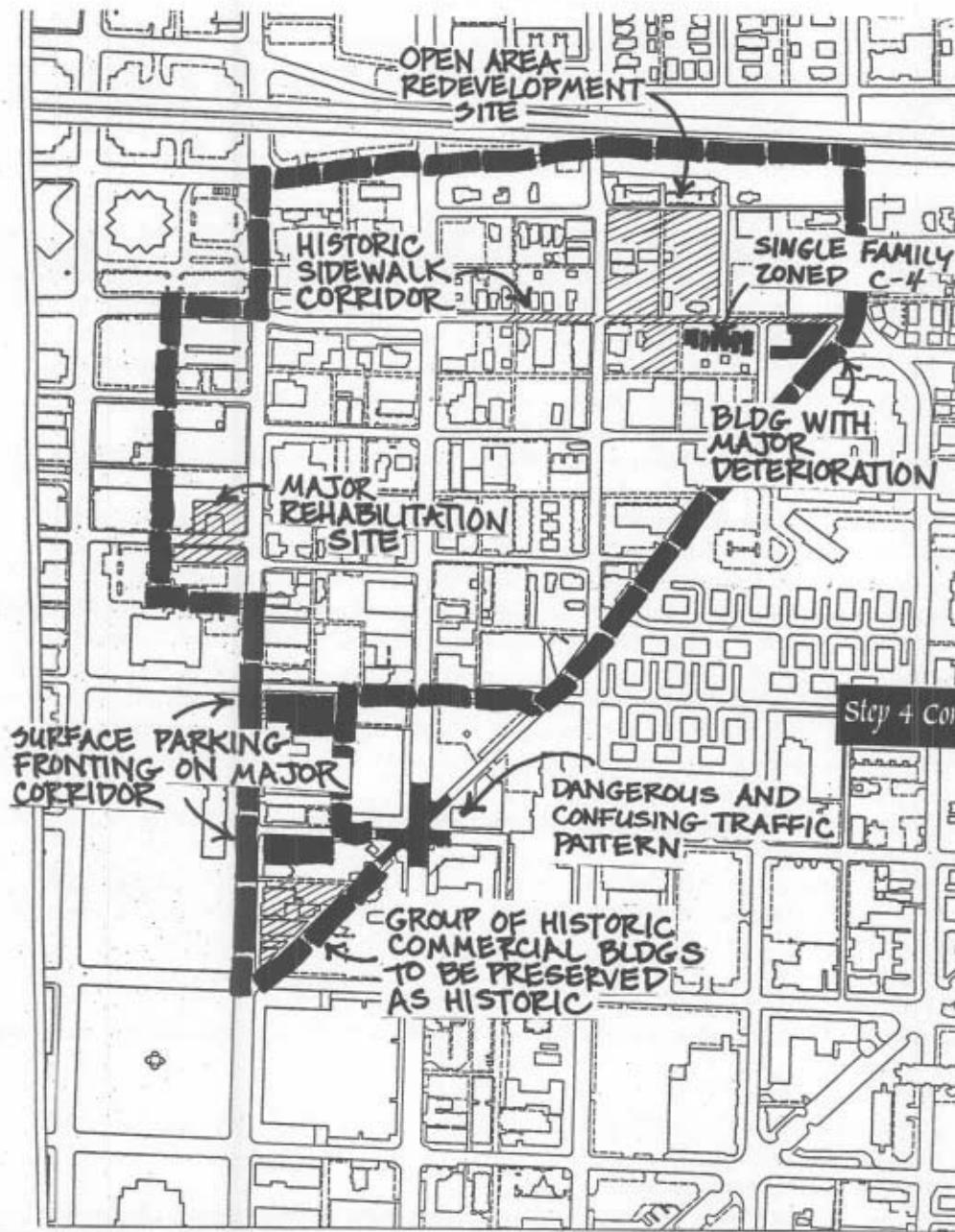
Upon its completion, attach a copy of this map to the notebook

Effect: This exercise is provided only to assist those who are helping create the preservation plan. It does not effect any current or future decision or legally adopted plan.

Example: Asset and Liability Map

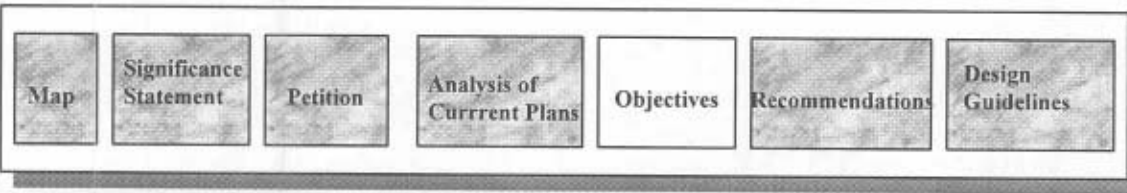
Assets and Liabilities Map

Sample



To identify assets and liabilities: use a dark fill for liabilities and hatch the areas that you consider to be assets. Make sure you provide enough text to make clear the reasoning behind your choices. The purpose of this exercise is to locate areas which will be addressed with specific recommendations in Step 6. Your map will be much larger than this example and can be used as a guide at future neighborhood meetings.

Preservation Plan



Objectives Step 5

Objectives are a statement of fundamental goals. In short, what does the preservation plan hope to accomplish? The principal function of an historic district is to provide stability and protection for the properties within its boundaries, because they are acknowledged as a significant and valuable resource to the city. This simple statement, that preservation of buildings is an objective of the plan, needs to be incorporated in the text. An example of an objectives statement:

Preserve and maintain the historic single family residential character of the area east of Main Street.

Generally this statement performs two functions. First, when adopted in the preservation plan, it serves as a guide to decisions makers in the future. After designation, the IHPC and Metropolitan Development Commission may refer to this statement in supporting or denying requests. The second function is that each goal statement can be focused on a specific situation in the neighborhood which must be addressed in the recommendations to follow. For example, a recommendation that could follow from the objective statement given above might be:

New or "infill" development east of Main Street should maintain the set back from the street and from each property line that is associated with the existing historic structures. New structures should cover approximately the same amount of the lot and be of a similar height so as not to appear out of scale.

Study all of the existing plans and maps that you compiled in Step 4, and review their applicability to your area as an historic district.

All preservation plan goals for historic districts include a goal to preserve the integrity of the historic buildings, other objectives may be quite different. In all districts, there will need to be an objective statement that addresses:

- Buildings
- Land use

Depending on the unique character of a district, it may be appropriate to have objective statements to address the following:

- New Development
- Public infrastructure/amenities
- Revitalization/stability
- General neighborhood character

Objectives can be written as lists in bullet form, similar to the examples shown. Characteristically these are simple sentences and short lists. There may be significant planning issues in your area related to a specific building or group of buildings. Make sure your list includes this area in your objectives.

The worksheet is best be done by committee and should reflect the consensus of the neighborhood. As much as possible, spread out into the community for participants. Hold neighborhood wide meetings.

Effect: Once adopted, objectives serve as the philosophical basis for all decisions made by the IHPC.

Example: Selection of objectives from various preservation plans

sample objectives

Land Use Objectives:

1. Retain the residential use of the central area as it was historically designed to be used, discourage conversions to retail uses.
2. Maintain current density
3. Support and encourage the construction of compatible infill housing and thus strengthen the existing residential core.
4. Grant parking variances for commercial uses to discourage conversion of nearby vacant structures to surface parking lots.
5. Rezone vacant industrial land in the northeast quadrant of the district to commercial retail.

New Construction Objectives:

1. Maintain some degree of separation between the garage and house, should be located at the rear of the property and should be oriented towards the alley. Prevent drive cuts to primary streets.
2. Consider new construction that is sensitive to the existing fabric for Lot -- or any other lot(s) should they become vacant.
3. Encourage additions which are sensitive to the original character of the site and which minimizes visibility from public streets.

Building Objectives:

1. Retain of historic buildings.
2. Preserve and restore historic elements.
3. Rehabilitate existing buildings in a manner sensitive to historic character.
4. Design new buildings that are compatible with and enhances the unique architectural and historic character of the district.
5. Discourage front porch enclosures, encourage construction of open porches on new single family residential buildings.

Stability

1. Encourage neighborhood serving retail uses in the vacant commercial buildings located at the corner of --- and ---.
2. Encourage development of a neighborhood park in the area of vacant land close to the retail uses.

Your list of objectives should clearly define the location for which your comments apply, using correct addresses or street descriptions.

Use these samples to draft a set of objectives appropriate to your area. Using the topics listed on page 45 and 46, write one or two comments for each category.

objectives worksheet

This section should reflect the ideas and opinions of the residents of the neighborhood, which you have compiled in previous sections. An objectives statement answers the simple question, "What do you want to do?" A statement of objectives should respond to the following typical questions:

Building Objective*

What do we want to see happen individual buildings (historic and non-historic)? You may use information from the Zoning section and the land use map.

Land Use Objective*

New Development Objectives *

Is there a major issue(s) we want to address? The assets and liabilities map will be helpful.

What do you want to see in new development? Your amendments and comments on comprehensive and area plans will be helpful.

General Neighborhood Character

What do we want to see happen to the general neighborhood character?

Revitalization/Stability

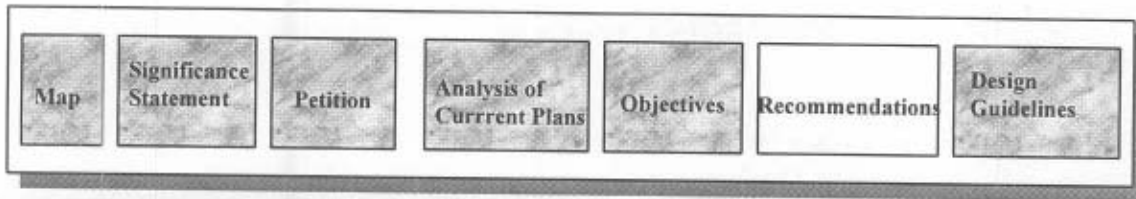
List potential uses or services would enhance your neighborhood as a community

Public Infrastructure/Amenities

Identify needed public works projects(appropriate lighting fixtures, sidewalk construction, curb repair etc.).

*A response to these objectives is required. *Other Objectives and Goals*

Preservation Plan



recommendations

Step 6

All of the research and analysis just completed will enable you to develop simple and relevant planning recommendations. Remember that recommendations must have the support of both the residents and city staff to be effective. An elementary step in the planning process is the list of objectives from the previous section. It is important that following this step, the drafting of recommendations closely reflects neighborhood opinion derived from meetings at which public comment and contribution is invited.

The IHPC is willing to assist you in mailing notices for these meetings. Although representatives of the IHPC may also attend, the meetings should be run by neighborhood representatives. All recommendations submitted will be reviewed by the IHPC staff. Revisions and refinement of recommendations will only be done in consultation with the neighborhood.

Draft a list of recommendations in simple bullet form. Remember in a conservation district, issues are not always straightforward. A derelict storefront is both a problem and an asset, especially if it could provide the neighborhood an opportunity for a needed service use. Vacant lots may be seen as weed patches or an opportunity for a park. The recommendation list allows residents to influence the direction of their neighborhood by proposing realistic ideas that turn liabilities into assets and by allowing them to state what they would like changed and not changed.

Again, support of both city staff and the neighborhood is needed. A certain amount of discussion, negotiation and compromise may be necessary to arrive at recommendations in their final form.

Recommendations can be categorized into the following topics and a number of recommendations made for each. In a large district it may be more efficient to divide the district into subareas geographically and address each topic separately. Again a simple bullet form is sufficient.

- Traffic
- Amenities/ Infrastructure
- Land Use/ Zoning

Effect: Recommendations become a part of the Comprehensive Plan, and are consulted when public actions are taken. They become a legal document which does not mandate but does guide decision-making in an historic district.

Example: Samples of recommendations from existing preservation plans

Sample Recommendations

Recommendations may range from the general:

- Encourage the development of buildings that will reinforce a solid wall of buildings fronting the Memorial Plaza
- Encourage multi-family housing similar in height and density to that of the Ambassador and Plaza Apartments. Such buildings should have density of at least 50 dwelling units per acre and be no more than seven stories high
- Discourage the location of surface parking in this subdistrict
- Discourage the location of one-story free standing buildings in the commercial areas
- Maintain alley access for businesses that possess loading facilities at the rear of their buildings
- Preserve alley access for easier pedestrian movement and existing parking facilities

To the specific

- All streets esplanades and alleys in the Herron-Morton Place Historic District should be maintained and preserved where feasible. They have a rhythm and scale which contributes greatly to the identity of Herron-Morton Place.
- The Plan encourages the development of the neighborhood commercial uses in existing commercial structures on Central Avenue and Talbott and Pennsylvania Streets.
- Single and multi-family uses are recommended as the dominant land use in Herron-Morton Place. Residential use at a recommended density of 5-15 dwelling units per acre (DU/A) would allow for development similar to that present in the district prior to the extensive demolition of structures which occurred from 1960 to 1980.
- Special commercial areas are those where unique commercial structures provide service to both the neighborhood and the City. Although the Footlite complex is recognized as a neighborhood and community asset, its structures and location are, in most cases, inappropriate in a residential area due to : (1) height, size, and type of structure and (2) parking and operational consideration. The Plan allows for this particular use to continue operation at this site and acknowledges the limitation of use. Should another use choose to locate there, careful consideration of its potential impact would need to be reviewed.

These examples of recommendations from existing plans show the variety of subject matter which is encouraged in a plan.

Recommendations Worksheet

Step 6

Compose specific recommendations for the proposed historic district under the following titles. Remember to match objectives with specific recommendations.

Traffic:

Review comments concerning the thoroughfare and traffic plan worksheet.

Amenities/infrastructure:

Address suggestions for sidewalks, street landscaping, street lamps and parks if appropriate to your proposed district.

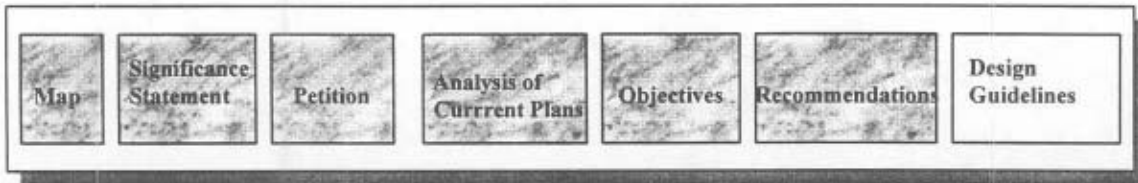
Zoning/land use:

Review comments from worksheets concerning zoning and the land use map.

Propose solutions to some of the items identified as liabilities in your neighborhood (list).

Other Recommendations (Attach sheets)

Preservation Plan



design guidelines for historic districts

Step 7

The intent of *Historic District Design Guidelines* is to preserve and protect the district's historic resources and unique characteristics, at the same time encouraging appropriate growth and new development. They are not intended to restrict creativity but are meant to suggest appropriate approaches and guard against unsympathetic modifications. A local historic district has stricter guidelines and more review than a conservation district because the relative importance of architectural integrity as a part of the district's overall historic value is high.

Changes to buildings and sites that are proposed within a historic district are reviewed under a set of design guidelines adopted in the preservation plan. In a historic district most guidelines are enforceable and require review by the IHPC. In the following pages, the neighborhood will also be given a chance to choose whether to review some items. The neighborhood's opinion can be shown in this workbook. In this way more flexibility or more control of exterior change is provided at the neighborhood's discretion.

In the following pages, which present the proposed design standards for your area, the neighborhood will be asked to respond in three ways. First, you will be asked if you agree with all the items that are "subject to review and approval," in others words, those exterior changes which require a certificate of appropriateness. Second, you will be asked to make decisions regarding other guidelines which may or may not be valuable for your area. By responding to the questions in the "Decisions to Make" boxes, the neighborhood customizes additional guidelines for their proposed historic district. Finally on the worksheet provided after the text, the neighborhood is asked to comment on any decision on which there was disagreement.

The design standards adopted as a part of the preservation plan are to be used as a guide by property owners and others interested in developing a project or in making simple improvements within the historic district. The staff of the IHPC is available to help interpret the guidelines and assist in finding appropriate approaches for the development of projects. Guidelines are not intended to be absolute rules. Each project will have its own differing set of goals, problems, constraints and impacts which may suggest a different use of the standards.

The process of review for each proposal depends upon the magnitude of the proposed exterior change. Plans are submitted to the IHPC for their review and approval but that approval may be rendered in several different ways: by staff, a hearing officer, or the commission itself.

Effect: Guidelines help preserve the integrity of an historic district by protecting its visual character. They do not limit growth, control use or interior space. They are the reference used when new construction or exterior change is proposed.

DESIGN GUIDELINES

IHPC APPROVALS IN HISTORIC DISTRICTS

CERTIFICATES OF APPROPRIATENESS (COA's)

Once the Plan is approved by the IHPC and the Metropolitan Development Commission, the IHPC grants approvals by issuing certificates of appropriateness or, in special circumstances, certificates of authorization (in the case of an inappropriate action approved for a special circumstance.) This section contains the standard design guidelines for an Historic District Plan. Once the Plan is adopted, the IHPC will use the design guidelines when it reviews applications for certificates of appropriateness

THE IHPC'S STATUTORY AUTHORITY TO REVIEW AND APPROVE

A state statute (I.C. 36-7-11.1) authorizes the IHPC to review and approve the following actions before they occur in a district:

- construction of any structure
- reconstruction of any structure
- alteration of any structure
- demolition of any structure
- rezoning
- variance of use
- variance of development standards

Unless otherwise stated in the adopted Plan, it is presumed that all actions related to the above seven items **MUST BE APPROVED** by the IHPC and it is presumed that related design guidelines are enforceable.

EXEMPTED FROM APPROVALS

The state statute allows a preservation plan to specifically exempt certain categories of work involving the construction, reconstruction, alteration or demolition of structures from the requirement that a certificate of appropriateness be issued. Therefore, an historic district plan will include the following statement:

All construction, reconstruction, alteration and demolition of any structures in the historic district requires a certificate of appropriateness from the IHPC UNLESS specifically noted in the design guidelines as "EXEMPT."

This is very different from a conservation district, where it is assumed that all work is exempt from review and approval **UNLESS** specifically noted in the plan a subject to review and approval.

GUIDELINES FOR APPROVING COA's

The Historic District Plan provides guidance for determining what is appropriate with regard to those things that are subject to review and approval by the IHPC.

FOR ZONING AND VARIANCES: The Plan will include recommendations that will be developed with the help of the land use and zoning sections of this workbook.

FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION AND DEMOLITION: The Plan will include Design Guidelines that are developed from the "Standard Historic District Design Guidelines" (found on the following pages) and customized for this specific Plan (see the "Decisions to Make" boxes on the following pages).

STANDARD HISTORIC DISTRICT DESIGN GUIDELINES

On the following pages you will find the following standard guidelines:

- Renovation Guidelines
- New Construction Guidelines
- Guidelines for Moving Buildings
- Sign Guidelines
- Parking Lot Guidelines
- Demolition Guidelines

DIRECTIONS FOR DESIGN GUIDELINES:

1. Read all guidelines. Make sure there is neighborhood consensus with IHPC review and approval of construction, reconstruction, alteration and demolition (exterior only) and with the guidelines that relate to those actions.
2. Find every box titled "Decisions to Make." Indicate neighborhood consensus by checking the appropriate box.
3. On the worksheet at the end of the "Standard Guidelines," indicate any guidelines with which there is disagreement.

DECISIONS TO MAKE

NEIGHBORHOOD DECIDES. The IHPC believes that the review and approval of some things may not be necessary for adequate protection in an Historic District. The following guidelines includes a box with the things that the IHPC is willing to consider reviewing and approving if the property owners in an historic district desire the IHPC to do so:

- DOORS AND DOOR OPENINGS
- PAINT
- WINDOWS AND WINDOW OPENINGS
- SITE DEVELOPMENT AND LANDSCAPE GUIDELINES

APPROACH TO RENOVATING HISTORIC BUILDINGS

INTRODUCTION

These guidelines are intended to help individual property owners choose an appropriate approach to issues which arise when working on historic buildings. Before approaching the issues, it is helpful to have first chosen an overall approach to the entire project. Renovation approaches generally fall into one of the following categories:

Stabilization: A process involving methods which reestablish a deteriorated property's structural stability and weather tightness while sustaining its existing form.

Preservation: A process involving methods which maintain a property in its present state.

Rehabilitation: A process involving repairs and alterations to a property which adapt it to a contemporary use while preserving its historic fabric and character.

Restoration: A process which accurately recovers the appearance of a property at a particular period of time by removing later additions and/or replacing missing features.

Renovation: A generic term used to define all work which is meant to make new again.

The approach chosen will depend on factors such as the budget, the eventual use of the building, and the owners personal objective. These guidelines are meant to indicate a range of alternative approaches which may differ depending on the overall approach chosen but which are, nevertheless, compatible with the character of the historic area. Design standards and guidelines are not meant to restrict creativity but are meant to suggest appropriate approaches and to guard against unsympathetic actions.

A quote from The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (U.S. Department of the Interior, Washington, D.C. 1977) summarizes the importance of appropriate rehabilitation and bears repeating.

"Across the Nation, citizens are discovering that older buildings and neighborhoods are important ingredients of a town's or a city's special identity and character. They are finding that tangible and satisfying links to the past are provided by structures, shopping streets, and residential and industrial areas in their cities and towns that have survived from earlier periods. Often, however, these important buildings and neighborhoods have suffered years of neglect or they seem outdated for the needs of modern living. But with thoughtful rehabilitation, many can be successfully revitalized. In rehabilitating older resources to contemporary standards and codes, however, it is important that the architectural qualities that have distinguished them in the past are not irretrievably discarded and lost to the future."

NOTE: A CERTIFICATE OF APPROPRIATENESS OR AUTHORIZATION FROM THE INDIANAPOLIS HISTORIC PRESERVATION COMMISSION MUST BE OBTAINED BEFORE RECEIVING ANY PERMITS OR UNDERTAKING ANY WORK TO THE EXTERIOR OF A BUILDING; OR BEFORE UNDERTAKING ANY ACTIONS THAT CONSTITUTE CONSTRUCTION, RECONSTRUCTION, ALTERATION, OR DEMOLITION; OR BEFORE IMPLEMENTING ANY LAND USES THAT REQUIRE A REZONING OR ZONING VARIANCE; OR ANYTHING OTHERWISE INCLUDED IN THESE GUIDELINES.

HISTORIC DISTRICT RENOVATION GUIDELINES

AWNINGS AND CANOPIES

RECOMMENDED

1. On houses, awnings should be traditional in style, usually canvas over metal frame, and proportioned to fit the window properly.
2. Colors should reinforce the colors on the building or storefront.
3. On storefronts, awnings should reflect the openings and proportion of the storefront. Canvas or vinyl materials should be used for covering a metal frame.
4. Awnings are good locations for storefront signage (see sign guidelines).

NOT RECOMMENDED

1. Covering important architectural features.
2. Installation of awnings on highly visible facades, unless they were traditionally associated with a building's style and date of origin.
3. Aluminum, fixed metal or similar awnings that detract from the visual quality of a building.
4. Back-lit awnings.
5. Awning shapes that detract from the proportions and architectural style of the building.
6. In commercial areas, awnings that are obtrusive in the streetscape.

DOORS and DOOR OPENINGS

RECOMMENDED

1. Wood storm and screen doors are preferred. Aluminum or other metal may be considered if finished in a color to match the door or trim, if fitted properly to the door opening with no spacers, if designed to not obscure the primary door design, and there are no decorative details or simulated muntins.
2. Original doors should be repaired and retained, or if beyond repair, replicated.
3. If an original door is lost, replace with an old or new door compatible with the building style. New doors should be wood (unless the original door was of a different material) and should match the original in size, shape and proportion. On commercial buildings, doors with aluminum frames with one large glass panel might be considered.
4. Transom windows and door trim should be retained or reinstalled if there is evidence of their original existence.
5. Hardware on a new door should be simple, unobtrusive and compatible with the building's style.
6. If the original hardware is missing from an historic door, replacement hardware should be compatible historic hardware, or unobtrusive and compatible new hardware.
7. Original garage doors which are significant to the character of a garage should be repaired and retained. If beyond repair, they should serve as a model for the design of replacement doors.
8. Replacement garage doors which are compatible with the garage design.

NOT RECOMMENDED

1. Eliminating original or adding new door openings, especially on significant facades. Any new openings should be distinguishable from the original openings.
2. Sliding glass doors.
3. Discarding original door hardware. If possible, it should be repaired and retained.
4. Altering the size of garage door openings or changing single doors to double doors unless there is a documented access problem.
5. Residential style doors on commercial buildings.
6. Door styles that evoke an era predating the building.

DECISIONS TO MAKE (check one box)

Do you want the following items to be **exempt** from needing a Certificate of Appropriateness. If so, no review or approval by the IHPC will be required and related guidelines will be voluntary.

1. **Installation of storm and screen doors** (when opening is not altered.)

Review

☐

No Review

☐

NOTE: THIS DOES NOT INCLUDE SECURITY DOORS. SEE "SAFETY" GUIDELINE.

HANDICAPPED ACCESS

It is recognized that there is a need to accommodate the accessibility needs of people with physical disabilities. In doing so, there will occasionally need to be alterations or additions that would otherwise not be considered appropriate (i.e. ramps, special handrails, extra openings, etc.). To appropriately design such elements, the following guidelines should be followed:

RECOMMENDED

1. The new element or alteration should have as little visual impact on the historic character of a building as possible.
2. Any change should be made in such a way that its effect is reversible.

NOT RECOMMENDED

1. Covering significant architectural details or damaging historic material.

NOTE: The American National Standard ANSI A 117.1 clearly defines the specifications for making a building safe and usable for physically handicapped persons.

MASONRY

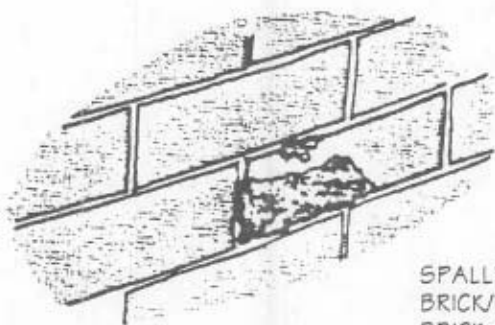
RECOMMENDED

1. Damage to masonry is usually caused by movement or water infiltration. Causes should be identified and stopped before undertaking repairs.
2. If mortar is missing or loose, the joints should be cleaned out and repointed using a mortar mix which closely matches the composition, joint profile and color of the original. A high-lime content mortar should be used on soft historic bricks. No more than 20% of the lime should be substituted by white Portland cement for workability.
3. Careful removal of mortar from the joints so as not to damage the brick edges.
4. Whenever partial or total foundation replacement is required, the new foundation walls should be faced in materials which match the original in appearance. Reuse of the original material on the face of the foundation is preferable.
5. Whenever replacement brick or stone is needed, use salvaged or new material which closely matches the original in size, color and texture.
6. Whenever masonry has been painted, it is usually advisable to repaint after removing all loose paint. Old paint which is firmly fixed to the masonry will usually serve as an adequate surface for repainting. Methods which attempt to remove all evidence of old paint can damage the masonry (softer masonry is more prone to damage).
7. Any cleaning should be done with the gentlest method possible and should be stopped at the first evidence of damage to masonry. Test patches should be used to assess the effect of any proposed cleaning method.

NOT RECOMMENDED

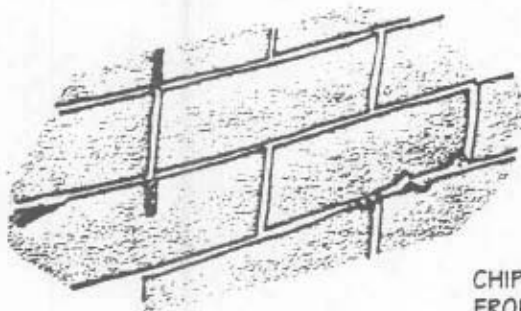
1. Replacing bricks, unless excessively spalled or cracked. Consider reversing a brick to expose its good surface before replacing it with a new brick.
2. Using what is commonly called "antique" brick. These consists of a mixture of bricks, in a wide range of different colors and types. Bricks on historic buildings were usually uniform in color.
3. Covering-over or replacing masonry simply to eliminate evidence of past cracks, repairs, and alterations.
4. The cleaning of dirt, grime and weathering from masonry surfaces is usually not necessary unless it is causing damage or is unsightly. In any case, the goal should not be to make the masonry look new. Old masonry neither can nor should regain its original appearance.
5. Power grinders. The mechanical equipment is cumbersome and even the most skilled worker will tire or slip and cause irreversible damage.
6. Sandblasting, high pressure water blasting (over 600 psi), grinding, and harsh chemicals.
7. Waterproof and water repellent coatings. They are generally not needed and can potentially cause serious damage to the masonry. Also avoid covering masonry with tar or cement coatings.

HISTORIC DISTRICT
RENOVATION GUIDELINES



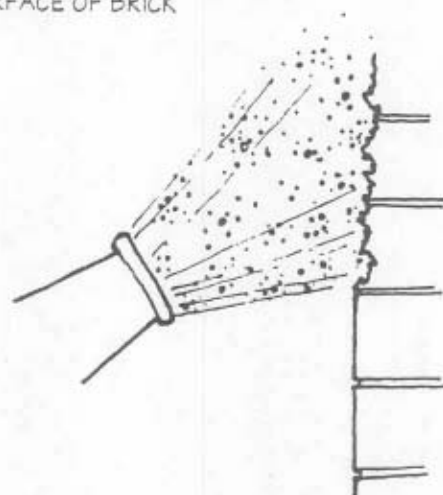
SPALLED
BRICK/MISSING
BRICK SURFACE

CARELESS USE OF A
POWER GRINDER OR SAW
TO REMOVE MORTAR



CHIPPED BRICK
FROM CARELESS
USE OF A CHISEL

SANDBLASTING REMOVES
SURFACE OF BRICK



PAINT COLORS

RECOMMENDED - Voluntary Guidelines

1. Remove all loose paint and clean the surface before repainting. It is not necessary to remove all old paint as long as it is firmly fixed to the surface.
2. Paint colors are essentially a personal choice. They are reversible, have no permanent effect and have usually changed many times throughout the history of a building. There are two general approaches which are appropriate for selecting a color scheme:
 - a) Identify through research the original colors and repaint with matching colors. Previous paint colors can be found by scraping through paint layers with a knife, analyzing the paint in the laboratory, or finding hidden areas which were never repainted.
 - b) Repaint with colors commonly in use at the time the building was built.
3. Consider using different shades of the same color when variation in color is desired but there is a danger of the color scheme becoming too busy.

NOT RECOMMENDED

1. Monochromatic (single color) color schemes on buildings which originally had vibrant, multiple and contrasting colors.
2. Highly polychromatic (multi-color) color schemes on buildings which were originally painted with restraint and simplicity.
3. Painting any previously unpainted masonry surfaces.

DECISIONS TO MAKE (check one box)

Do you want the following items to be **exempt** from needing a Certificate of Appropriateness. If so, no review or approval by the IHPC will be required and related guidelines will be voluntary.

- | | Review | No Review |
|---|--------------------------|--------------------------|
| 1. <u>Painting and repainting of all paintable, non-masonry surfaces.</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <u>Repainting of any previously painted masonry surface.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

PORCHES

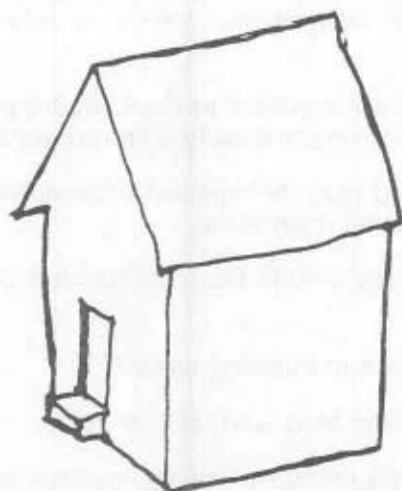
RECOMMENDED

1. Repair and retain original porches.
2. If rebuilding is necessary due to structural instability, reuse as much of the original decorative details as possible.
3. Assess the significance of a non-original porch before considering removing or altering it. A porch added to a building at a later date should not be removed simply because it is not original. It may have its own architectural or historic importance and is evidence of the evolution of the building.
4. Original porch floors should be repaired or replaced to match the original.
5. If a porch is missing, a new porch should be based on as much evidence as possible about the original porch design, shape, and details. Check the following sources for evidence:
 - a) old photographs
 - b) historic Sanborn maps
 - c) paint lines defining porch roof outlines
 - d) paint lines defining porch post design
 - e) remnants of the porch foundation
 - f) similar houses in the neighborhood (helpful but not always dependable)
 - g) oral descriptions from previous owners
6. Where little or no evidence of the original porch remains, a new porch should reflect the typical porch form of the era while being identifiable as a recent addition not original to the building.

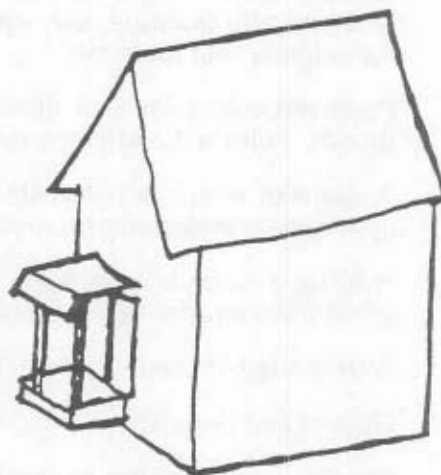
NOT RECOMMENDED

1. Alterations to historic porches, especially on primary facades.
2. Replacing original stone steps.
3. Replacing original wood floors with concrete.
4. Placing new porches in locations which never had porches, especially on significant elevations.

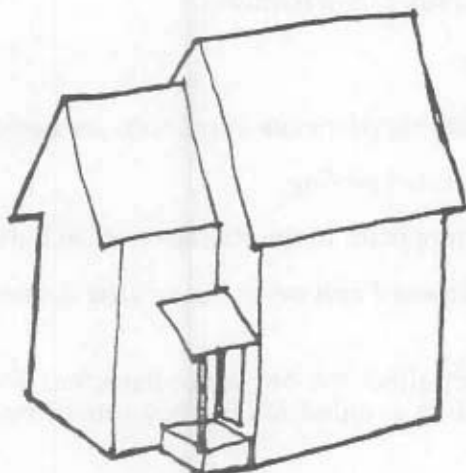
ORIGINAL



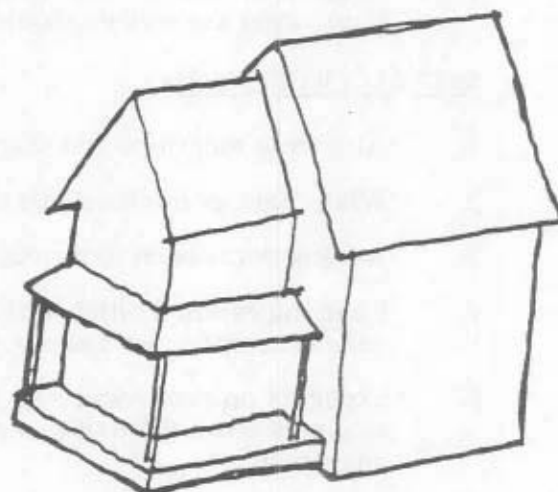
INAPPROPRIATE



ORIGINAL



INAPPROPRIATE



ROOFS AND ROOF ELEMENTS

RECOMMENDED

1. Original slate or tile roofs should be repaired rather than replaced. If replacement is necessary, new or imitation slate or tile is preferred. Consider retention of good material for installation on roof slopes visible to the street. If replacement with slate or tile is not economically possible, use asphalt or fiberglass shingles in a pattern or color similar to the original roof material.
2. Preferred colors for asphalt or fiberglass roofs are medium to dark shades of gray and brown. Solid red and green roofs are appropriate on some early 20th century buildings.
3. A flat roof which is not visible from the ground may be repaired or reroofed with any appropriate material, provided it remains obscured from view.
4. Adding a slope to a problem flat roof if it is not visible from the ground or does not affect the character of the building.
5. A drip edge, if used, that is painted to match the surrounding wood.
6. Gutters and downspout should match the building body and/or trim color.
7. Repairs and retention of built-in gutters or reconstruction of the gutters in a similar configuration using alternative materials.
8. Where exposed rafter ends were original, roof mounted or half-round hung gutters are preferred. Consider channeling water run off on the ground rather than installing gutters when one originally existed.
9. Flat surfaced skylights with frames which match the roof color may be considered if they are inconspicuous and do not alter the building's basic character.
10. Original chimneys that contribute to the roof character should be repaired and retained. If no longer in use, they should be capped rather than removed.

NOT RECOMMENDED

1. Alterating roof slope and shape unless past inappropriate alterations are being reversed.
2. White, light, or multi-colored shingles and rolled roofing.
3. Adding dormers on roof areas which are significant to the character of the building.
4. Covering exposed rafter ends with a gutterboard and never cut or alter decorative rafter ends to accept a new gutterboard.
5. Skylights on prominent roof slopes which affect the building character. Bubble style skylights break the roof plane and should be avoided unless they cannot be seen from any street.
6. Placing mechanical equipment such as roof vents, new metal chimneys, solar panels, TV antenna, satellite dishes, air conditioning units, etc. where they can be seen from the street or affect the character of the building.



Ogee or
box gutter



Half-round
gutter
Note:
No gutter
board

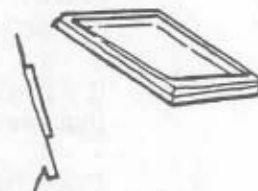


Roof mounted
gutter



Built-in
box gutter

Appropriate

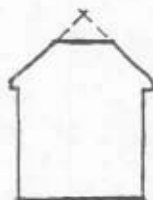


Inappropriate



ROOF ALTERATIONS

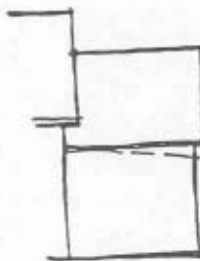
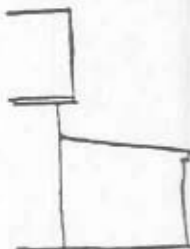
Inappropriate



Original

Maybe

Inappropriate



Inappropriate

SECURITY ITEMS

RECOMMENDED

1. Security devices that will not detract from the character of the building and surrounding area. Examples include locks, alarm systems, and lights.
2. If necessary on residential buildings, security doors should; a) have as few bars as possible, b) be simple in design with no decorative details, c) fit the door opening exactly, without alteration to the door frame, and d) painted to match the door it protects.
3. If a physical barrier is necessary on commercial buildings, consider interior rolling grills that can be pulled down when needed.
4. Fixed bars on the inside of basement windows because of their minimal impact to the character of a building.

NOT RECOMMENDED

1. Closing up window or door openings.
2. Replacing basement windows with glass block.
3. Permanently fixed bars on the exterior of windows.
4. Replacing original doors with metal doors.

SIDEWALLS (COMMERCIAL BUILDINGS)

RECOMMENDED

1. Restoration of ornate or finished sidewalls in the same manner as front facades.
2. New windows may be considered in former party walls. Placement, size and style should be compatible, but without replicating original openings on other facades.
3. Painted advertising on sidewalls that historically had such advertising might be considered provided the design evokes the character of historic sidewall signage.

NOT RECOMMENDED

1. Using sidewalls for advertising or billboards.
2. Making old party walls appear as an originally finished, major facade.

STOREFRONTS

RECOMMENDED

1. Maintain the original proportions, dimensions and elements when restoring, renovating or reconstructing a storefront:
 - a) Retain or restore the glass transom panels, kickplates and entrances at their original locations and proportions.
 - b) Restore detail to the original, if evidence exists. Use simplified detail if original evidence does not exist.
2. If covered, consider uncovering the original lintel, support wall or piers to reestablish the storefront frame.
3. If original storefront is gone and no evidence exists, construct a new storefront that incorporates traditional storefront elements.

NOT RECOMMENDED

1. Using elements typically found in commercial shopping strips that do not relate to the historic elements in the area.
2. Setting new storefronts back from the sidewalk and disrupting the visual order of the block.
3. Creating new storefront that replicate non-documented "historic" facades or evoke styles that pre-date the building or that evoke other places.
4. Introducing mechanical equipment, e.g. air conditioners, in storefronts.

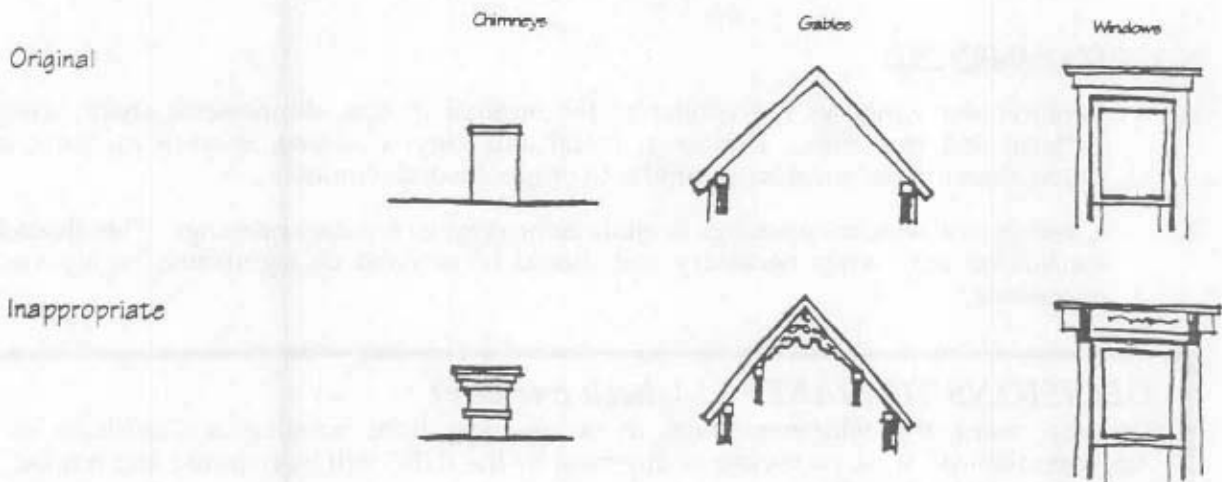
TRIM AND ORNAMENTATION

RECOMMENDED

1. Repair and preserve the original cornice, trim and decorative elements, even if worn or damaged. Replace with a replication only if damaged beyond repair or if the material is unsound.
2. Missing decorative details may be added when there is evidence that they existed. Evidence can be found from old photographs, remnants left on the building, paint lines where parts were removed, nail holes, old notches and cut outs in siding and trim. Observation of details on similar historic buildings can assist but is not always conclusive.
3. New materials should accomplish the same characteristics as the originals.

NOT RECOMMENDED

1. Fabricating a history that does not exist by using ornamentation that is foreign to a building or has no evidence of having existed.
2. Removing decorative elements simply because they are not original to the building. They may have significance of their own or are evidence of the evolution of the building.
3. Adding decorative details to parts of a building which never had such details. For example, window and door trim was sometimes different and more simple on one side, both sides or the rear of a building.
4. Covering up original details.



WINDOWS and WINDOW OPENINGS

RECOMMENDED

1. Windows on an historic building are important elements defining its architectural character and historic significance. Their original materials and features should be respected and retained. Replacement should only be done if necessary and if similar to the original.
2. Window replacement should be considered only when one of the following conditions exists and can be documented:
 - a) The existing windows are not original and are not significant.
 - b) The condition of existing windows is so deteriorated that repair is not economically feasible.
3. Rather than replacing windows to attain energy efficiency, existing windows should be repaired and retrofitted using caulk, weatherstripping, modern mechanical parts, and storm windows. Some windows can be slightly altered to accept insulated glass.
4. Storm windows should fit window openings exactly, without the use of spacers. They should be painted, anodized, clad or otherwise coated in a color to match the existing windows or trim. They should be compatible with the window pattern (no simulated muntins or decorative details), should not obscure window trim and may be made of wood, aluminum, or other metals or vinyl. Consider interior storm windows.
5. Original window trim should be preserved and retained. Only badly deteriorated sections should be replaced to match original. Decorative window caps or other details should be added only if there is evidence that they existed originally.
6. Window shutters (also known as blinds) may be installed if there is evidence that they once existed on a building, and then, only on those windows which has shutters. For evidence, look for old photographs, remaining hinges and hinge mortises.

NOT RECOMMENDED

1. Replacement windows not similar to the original in size, dimensions, shape, design, pattern, and materials. Examples, metal and vinyl cladding, snap-in muntins, and tinted glass are not considered similar to original wood windows.
2. Creating new window openings or eliminating original window openings. This should be considered only when necessary and should be avoided on significant, highly visible elevations.

DECISIONS TO MAKE (check one box)

Do you want the following items to be exempt from needing a Certificate of Appropriateness. If so, no review or approval by the IHPC will be required and related guidelines will be voluntary.

1. Installation of storm and screen windows (when opening is not altered.)

Review

☐

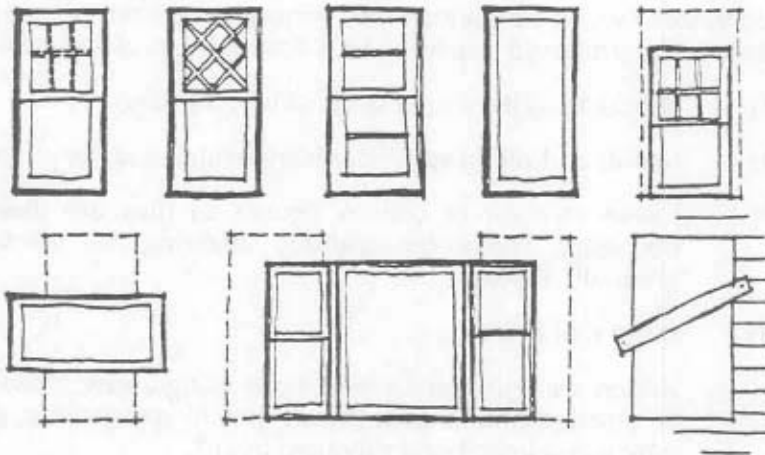
No Review

☐

ORIGINAL



INAPPROPRIATE REPLACEMENTS



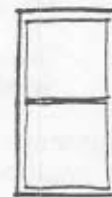
INAPPROPRIATE
STORM LOCATION

APPROPRIATE
STORM LOCATION

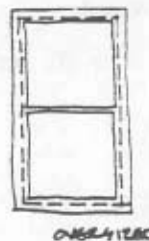
WINDOW



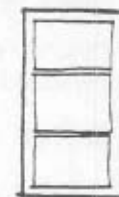
APPROPRIATE STORM



INAPPROPRIATE STORMS

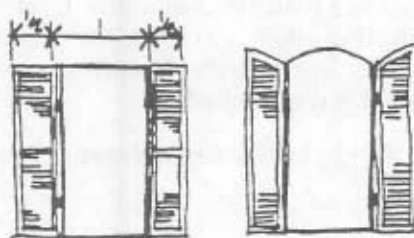


OVERSIZED

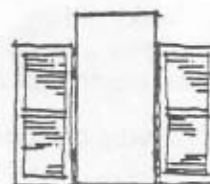


DOES NOT FIT
WINDOW PATTERN

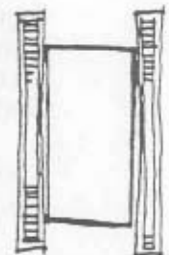
APPROPRIATE SHUTTERS



INAPPROPRIATE SHUTTERS



TOO SHORT
TOO WIDE



TOO LONG
TOO THIN

WOOD SIDING

RECOMMENDED

1. Unrestored wood siding may look beyond repair but is usually in better condition than it looks. The preferred approach to wood siding is as follows:
 - a) Retain all of the sound original wood siding.
 - b) Repair and retain split boards by nailing and/or gluing with waterproof glue.
 - c) Leave concave or convex boards as they are unless there is a problem. If necessary, repair by carefully inserting flat screws in predrilled holes and gradually tighten.
 - d) Putty nail holes.
 - e) Rotten sections should be cut out using a saw, chisel or knife. The new piece to be inserted must match the original in size, profile, and dimensions. It may be a new wood board or a salvaged board.
 - f) Missing boards should be replaced with new or salvaged wood boards to match the original.
 - g) Siding should be primed and painted after being scraped of all loose paint and washed.
2. Replacement of original siding is generally justified only by documented problems with the material's structural condition. Aesthetic reasons generally do not justify replacement. As a rule, the following are conditions which generally do justify replacement:
 - a) badly rotten wood
 - b) boards with a splits (especially multiple splits) which cannot reasonably be repaired
 - c) burned wood
 - d) missing wood

NOT RECOMMENDED

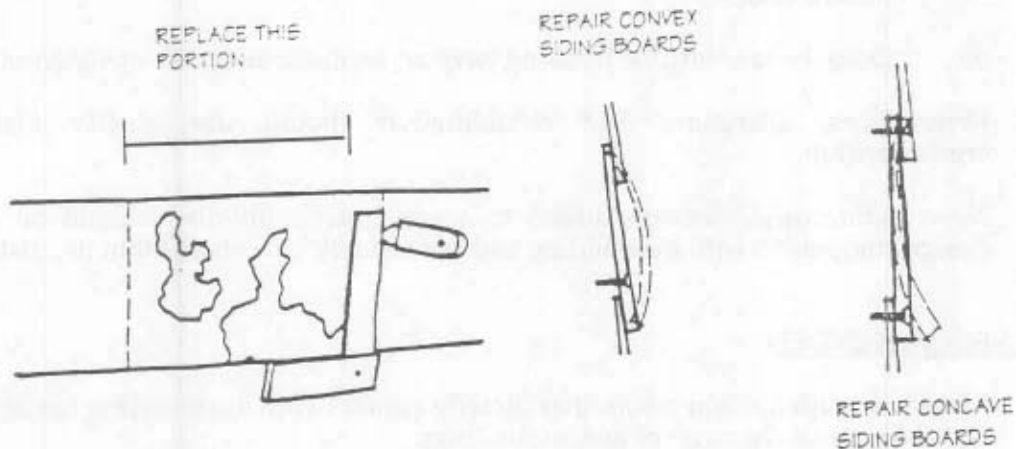
1. Removing the original siding. It provides important physical evidence of a building's history and adds immeasurably to a building's historic character. Even if replaced with new matching wood siding, the irregularities which record the building's evolution through time and give it its character are lost. In short, the historic significance of a building where the original siding is removed is diminished.

As a rule, the following reasons generally do not justify replacement:

- a) To remove paint
- b) To avoid repairs
- c) To hide past or planned alterations

HISTORIC DISTRICT RENOVATION GUIDELINES

- d) To increase energy efficiency
 - e) To restore the "original" appearance (to look "new").
2. If it is covered with insul-brick or other material, do not assume the original siding will need total replacement. Assess the situation only after total removal of the covering material. Assessment based on partial removal may lead to the wrong conclusion.
 3. If replacement siding is justified (partial or total) avoid using any material other than real wood with dimensions, profile, size and finish to match the original. Hardboard, plywood, aluminum, vinyl or other synthetic or unnaturally composed materials do not look, feel, wear or age like the original and should be avoided.
 4. It is neither necessary nor in many cases desirable to remove all old paint from wood. Methods to accomplish total removal of paint can be damaging to the siding and should be pursued with great care. The use of high pressure water blasting (over 600 psi), sandblasting, rotary sanding or a blow torch should be avoided.



STANDARD GUIDELINES FOR RENOVATING NON- CONTRIBUTING BUILDINGS IN AN HISTORIC DISTRICT

Buildings identified on the Building Significance Map as non-contributing can be assumed to have little, if any, historic significance. Work done to such buildings should follow the guidelines in this section. Work that is proposed to a building identified as non-contributing is viewed somewhat differently than work done to a contributing building. The effect that a building alteration has on surrounding historic buildings and on the character of the area is the primary factor rather than the effect on the subject building itself. This different perspective results in a much greater latitude for change in non-contributing buildings than in contributing buildings.

RECOMMENDED

1. Consider the following issues when planning major alterations to non-contributing buildings;
 - a) Does the building have good design features that should be kept, enhanced, or can otherwise contribute to the new design?
 - b) What are the prevalent materials, colors, heights, architectural features, etc. in the surrounding area?
 - c) What is the context of the building, i.e. historic buildings, non-historic buildings, vacant land?
 - d) Does the non-historic building have an aesthetic effect on any historic buildings?
2. Renovations, alterations and rehabilitation should use quality materials and craftsmanship.
3. New architectural elements added to a non-historic building should be of a simple design compatible with the building and not visually intrusive within the district.

NOT RECOMMENDED

1. Materials, patterns and colors that directly conflict with surrounding historic buildings and the general character of its surroundings.
2. Altering a non-historic building to reflect an earlier time or another place.
3. Adding historic-looking features to a non-historic building to make the building look historic or of an earlier time period.

STANDARD GUIDELINES FOR NEW CONSTRUCTION IN AN HISTORIC DISTRICT

The purpose of these guidelines is to present concepts, alternatives, and approaches that will produce design solutions that recognize the characteristics of the historic area and bring harmony between new and existing buildings. The guidelines are not meant to restrict creativity, but to set up a framework within which sympathetic design will occur. It should be noted that within an appropriate framework there can be many different design solutions which may be appropriate. While guidelines can create an acceptable framework they cannot ensure any particular result. Consequently people may hold a wide range of opinions about the resultant designs since those designs are largely a factor of the designer's ability.

New construction should reflect the design trends and concepts of the period in which it is created. New structures should be in harmony with the old and at the same time be distinguishable from the old so the evolution of the historic area can be interpreted properly.

CONTEXT FOR NEW CONSTRUCTION

Guidelines serve as aids in designing new construction which reacts sensitively to the existing context in a manner generally believed to be appropriate. Therefore, the most important first step in designing new construction in any historic district is to determine just what the context is to which the designer is expected to be sensitive.

Every site will possess a unique context. This will be comprised of the buildings immediately adjacent, the nearby area (often the surrounding block), a unique subarea within the district, and the district as a whole.

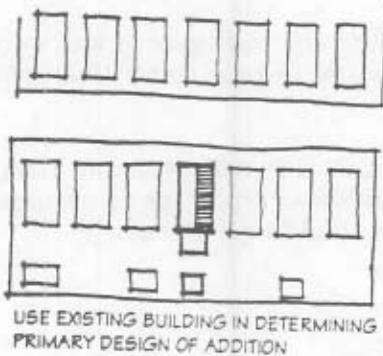
Generally, new construction will occur on sites which fall into the following categories. For each one described below, there is an indication of the context to which new construction must be primarily related.

1. **DEVELOPED SITE**. This is usually a site upon which there already exists an historic primary structure. New construction usually involves an addition to the buildings or the construction of an accessory building such as a garage.
Context. New construction must use the existing historic building as its most important, perhaps only, context.
2. **ISOLATED LOT**. This is usually a single vacant lot (sometimes two very small lots combined) which exists in a highly developed area with very few if any other vacant lots in view.
Context. The existing buildings immediately adjacent and in the same block, and the facing block provide a very strong context to which any new construction must primarily relate.
3. **LARGE SITE**. This is usually a combination of several vacant lots, often the result of previous demolition.
Context. Since this type of site was usually created as a result of relatively extensive demolition, its surrounding context has been weakened by its very existence. However, context is still of primary concern. In such case, a somewhat larger area than the immediate environment must also be looked to for context, especially if other vacant land exists in the immediate area.
4. **EXPANSIVE SITE**. This site may consist of a half block or more of vacant land or the site may be a smaller one surrounded by many other vacant sites. Often there is much vacant land surrounding the site.
Context. The context of adjacent buildings is often very weak or non-existent. In this case, the surrounding area provides the primary context to the extent that it exists. Beyond that, the entire historic area is the available context for determining character. This type of site often offers the greatest design flexibility. Where the strength of the context varies at different points around a site, new design should be responsive to the varying degrees of contextual influence.

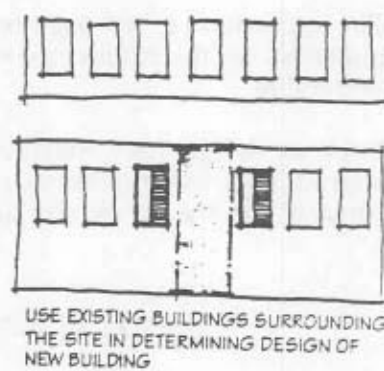
NEW PRIMARY STRUCTURES

The first step to take in designing new construction is to define the context within which it will exist. Once the context is understood, the following guidelines are meant to assist in finding a compatible design response. Setbacks, orientation, spacing, heights, outline, and mass are elements which generally relate to a building's fit within its surrounding street character. Style, fenestration, foundation, entry, and materials are elements which generally describe the architectural compatibility of a new building to its existing neighbors.

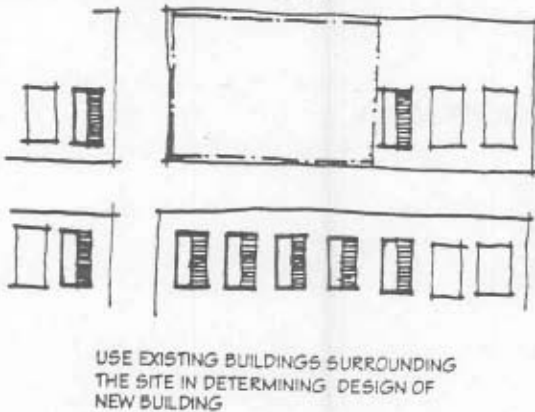
DEVELOPED SITE
ADDITION TO EXISTING BUILDING



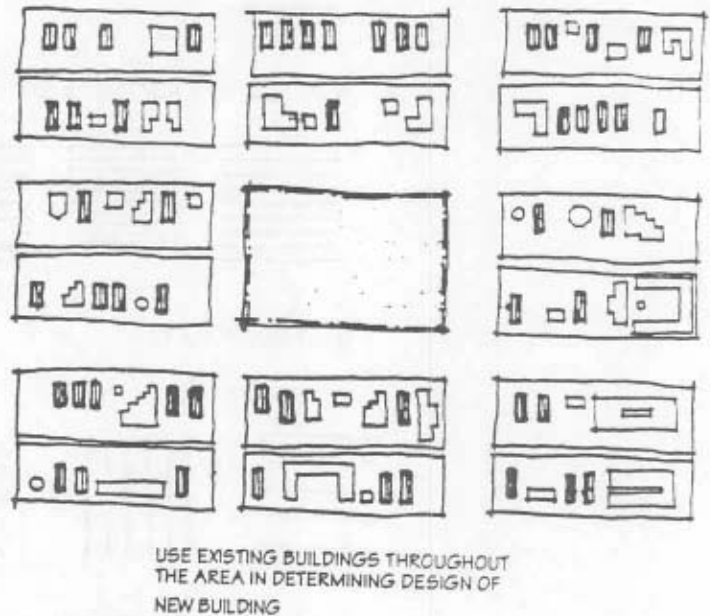
ISOLATED SITE
NEW BUILDING ON SINGLE LOT



LARGE SITE
NEW BUILDING ON SEVERAL SITES



EXPANSIVE SITE
NEW BUILDINGS ON LARGE SITE



MATERIALS: The visual, structural, and performance characteristics of the materials visible on a building exterior.

RECOMMENDED

1. Textures, patterns and dimensions of building materials should be compatible with those found on historic buildings in the area.
2. Natural materials are preferred, although modern materials may be considered provided they appear and perform like natural materials.

NOT RECOMMENDED

1. The application of salvaged brick, old clapboard siding, barnsiding or any other recycled materials on the exterior of new construction. The use of new compatible material is preferable.
2. Brick as the primary material on a building when its use will result in a significant alteration of the traditional relationship of brick to wood buildings in an area. New construction should reflect this historic distribution of building material.

TYPICAL SIDING ON HISTORIC BUILDINGS



MAY BE APPROPRIATE ON NEW CONSTRUCTION



INAPPROPRIATE



TOO WIDE



WRONG DIRECTION



DIAGONAL



TOO RUSTIC/GRAINY

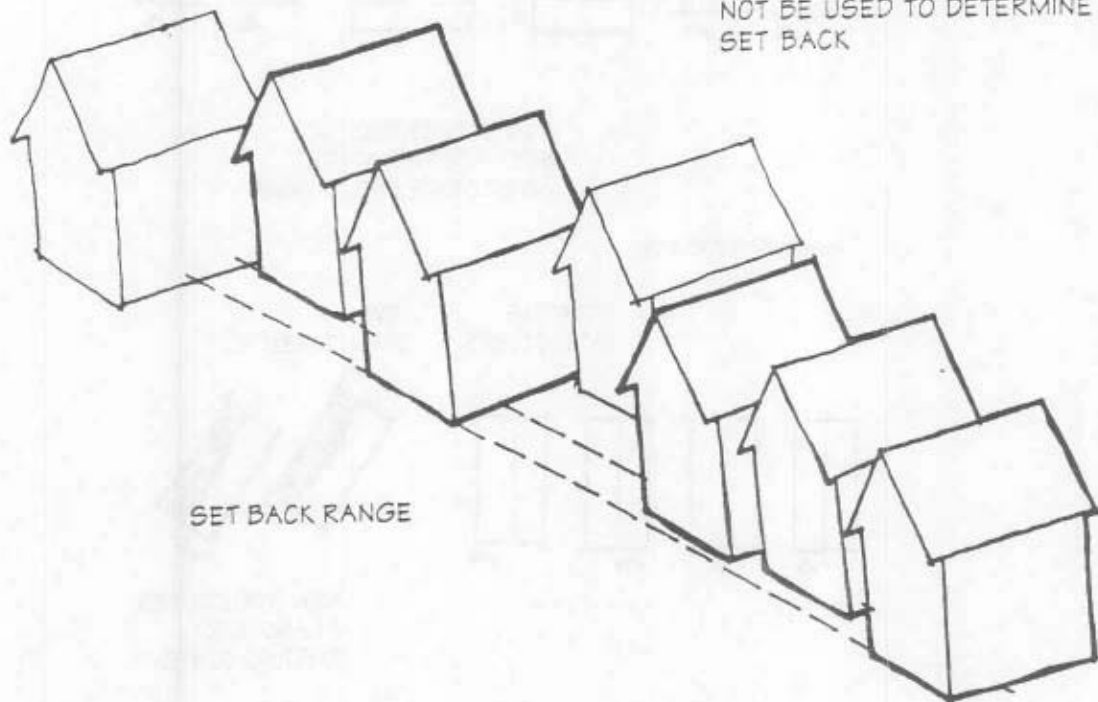
SETBACK: The distance a building is set back from a street.

RECOMMENDED

1. A new building's setback should relate to the setback pattern established by the existing block context rather than the setbacks of building footprints which no longer exist. If the development standards for the particular zoning district do not allow appropriate setbacks, a variance may be needed.
2. If setbacks are varied, new construction can be located within a setback which falls within an "envelope" formed by the greatest and least setback distances.
3. If setbacks are uniform, new construction must conform.
- 4., On corner sites, the setbacks from both streets must reflect the context.
5. New commercial construction should reestablish the historic "building wall" whenever one historically existed.

CLOSER TO STREET THAN MOST
AND SHOULD NOT BE USED TO
DETERMINE SETBACK

SET BACK MUCH MORE
THAN MOST AND SHOULD
NOT BE USED TO DETERMINE
SET BACK



ORIENTATION: The direction which a building faces.

RECOMMENDED

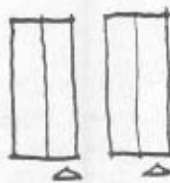
1. New buildings oriented toward the street.

NOT RECOMMENDED

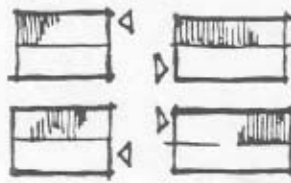
1. New buildings at angles to the street which are not characteristic within the building or neighborhood context.
2. Buildings or building groupings which turn away from the street and give the appearance that the street facade is not the front facade.

INAPPROPRIATE

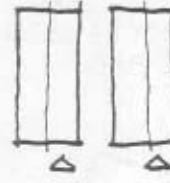
EXISTING
STRUCTURES



NEW STRUCTURES



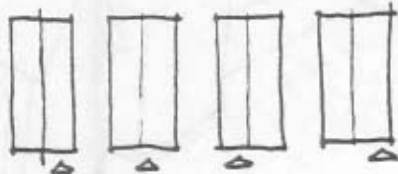
EXISTING
STRUCTURES



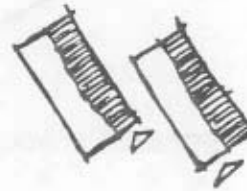
NEW STRUCTURES DO
NOT FACE THE STREET
AS EXISTING STRUCTURES

INAPPROPRIATE

EXISTING
STRUCTURES



NEW
STRUCTURES



NEW STRUCTURES
AT ANGLE TO
EXISTING CONTEXT

SPACING: The distance between contiguous buildings along a blockface.

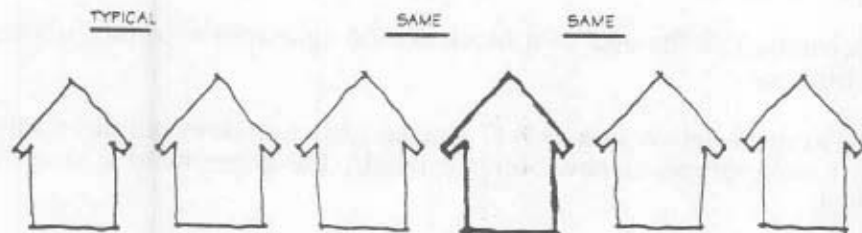
RECOMMENDED

1. New construction that reflects and reinforces the spacing found in its block. New construction should maintain the perceived regularity or lack of regularity of spacing on the block.

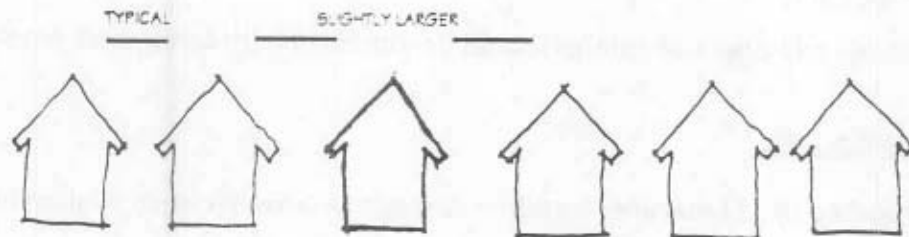
NOT RECOMMENDED

1. The creation of large open spaces where none existed historically. Such spacing is uncharacteristic and establishes holes in the traditional pattern and rhythm of the street.

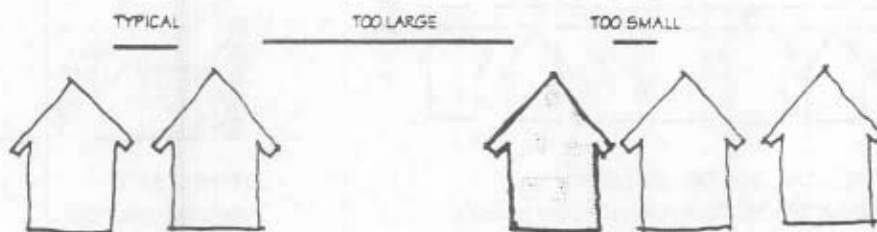
APPROPRIATE



MAYBE



INAPPROPRIATE



BUILDING HEIGHTS: The actual height of buildings and their various components as measured from the ground.

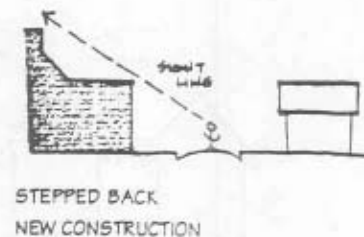
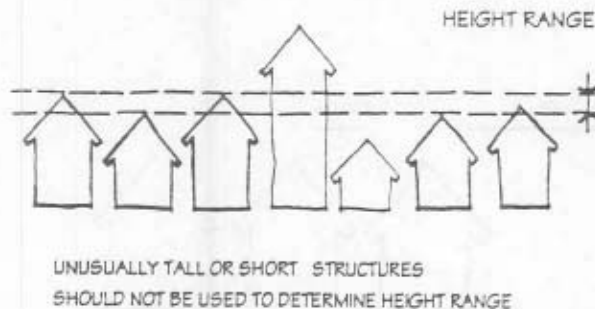
NOTE: In areas governed by this plan, building heights should be determined using these guidelines. A zoning variance may be required to accommodate an appropriate height.

RECOMMENDED

1. Generally, the height of a new building should fall within a range set by the highest and lowest contiguous buildings if the block has uniform heights. Uncharacteristically high or low buildings should not be considered when determining the appropriate range. If the pattern of the block is characterized by a variety of heights, then the height of new construction can vary from the lowest to highest on the block.
2. Cornice heights can be as important as overall building heights and where there is uniformity, should conform with contiguous buildings in a similar manner.
3. New construction at the end of a block should take into account building heights on adjacent blocks.
4. If the area immediately contiguous to new construction does not offer adequate context to establish an appropriate new building height, the larger historic area context should be assessed.
5. Porch height can have an impact on the height relationships between buildings and should align with contiguous porch foundation and roof heights in a similar manner to building heights.
6. Foundation and floor line heights should be consistent with contiguous properties.

NOT RECOMMENDED

1. Any building height that appears either diminutive or overscale in relation to its context.



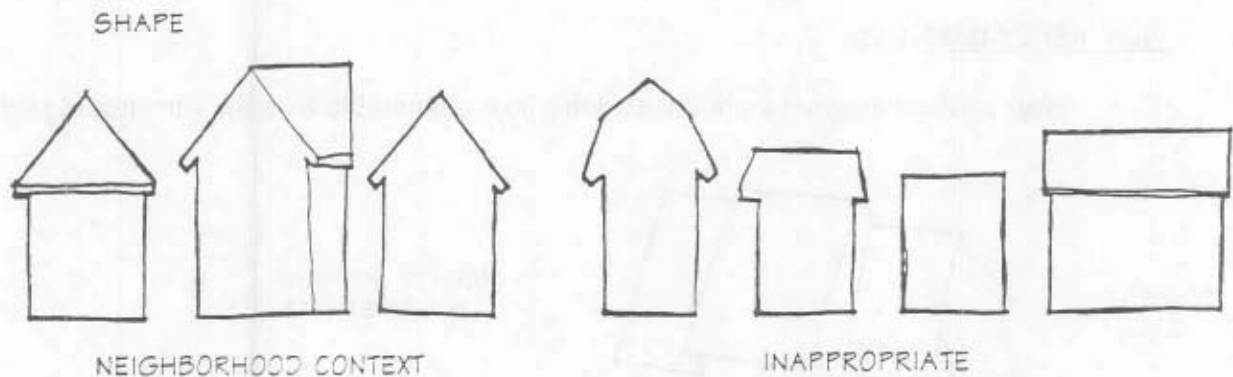
OUTLINE: The silhouette of a building as seen from the street.

RECOMMENDED

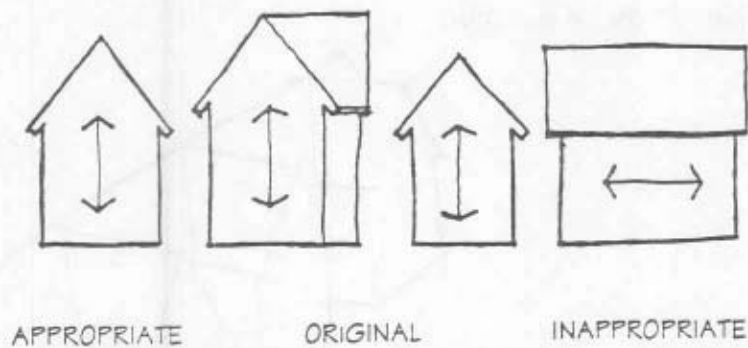
1. The basic outline of a new building should reflect building outlines typical of the area.
2. The outline of new construction should reflect the directional orientations characteristic of the existing buildings in it context.

NOT RECOMMENDED

1. Roof shapes which create uncharacteristic shapes, slopes and patterns.



DIRECTIONALITY



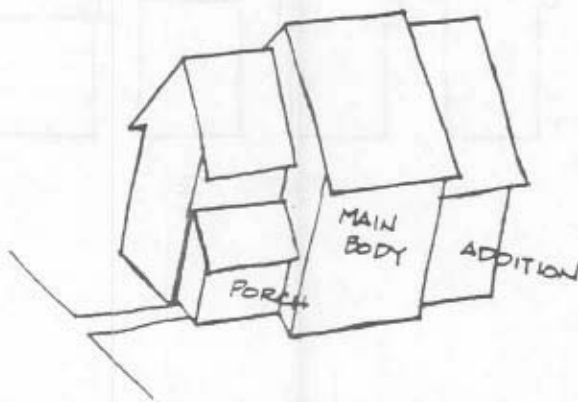
MASS: The three dimensional outline of a building.

RECOMMENDED

1. The total mass of a new building should be compatible with surrounding buildings.
2. The massing of the various parts of a new building should be characteristic of surrounding buildings.
3. If the context suggests a building with a large mass but the desire is for a smaller space, consider more than one unit as a means to increase the size of the building.
4. A larger than typical mass might be appropriate if it is broken into elements which are visually compatible with the mass of the surrounding buildings.

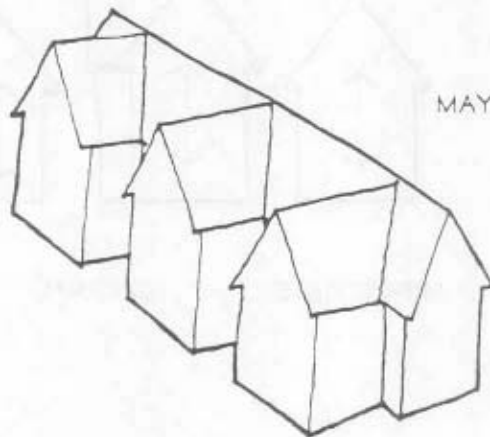
NOT RECOMMENDED

1. Near total coverage of a site unless doing so is compatible with the surrounding context.



OBSERVE MASSING
OF BUILDING PARTS

COMPOSITION OF BUILDING



MAYBE

STYLE AND DESIGN: The creative and aesthetic expression of the designer.

RECOMMENDED

1. No specific styles are recommended. Creativity and original design are encouraged. A wide range of styles is theoretically possible and may include designs which vary in complexity from simple to decorated.
2. Surrounding buildings should be studied for their characteristic design elements. The relationship of those elements to the character of the area should then be assessed. Significant elements define compatibility. Look for characteristic ways in which buildings are roofed, entered, divided into stories and set on foundations. Look for character-defining elements such as chimneys, dormers, gables, overhanging eaves, and porches.

NOT RECOMMENDED

1. The imitation of historic styles. A district is historic because of actual historic buildings, not because it has been made to "look" historic. New construction will eventually be seen as part of the district's history and will need to be read as a product of its own time.
2. The adoption of, or borrowing from styles, motifs or details of a period earlier than that of the historic district or which are more typical of other areas or cities.

FENESTRATION: The arrangement, proportioning, and design of windows, doors and openings.

RECOMMENDED

1. Creative expression with fenestration is not precluded provided the result does not conflict with or draw attention from surrounding historic buildings.
2. Windows and doors should be arranged on the building so as not to conflict with the basic fenestration pattern in the area.
3. The basic proportions of glass to solid which is found on surrounding buildings should be reflected in new construction.

NOT RECOMMENDED

1. Window openings which conflict with the proportions and directionality of those typically found on surrounding historic buildings.
2. Window sash configurations which conflict with those on surrounding buildings.

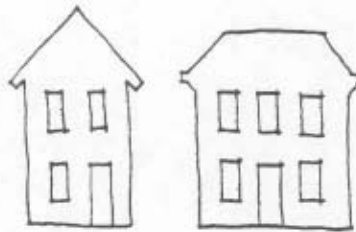


PROPORTION OF
GLASS TO SOLID
IS NOT COMPATIBLE



WINDOW PROPORTIONS
AND DIRECTION ARE
NOT COMPATIBLE

CONTEXT



INAPPROPRIATE



DOES NOT KEEP
RHYTHM OF
OPENINGS

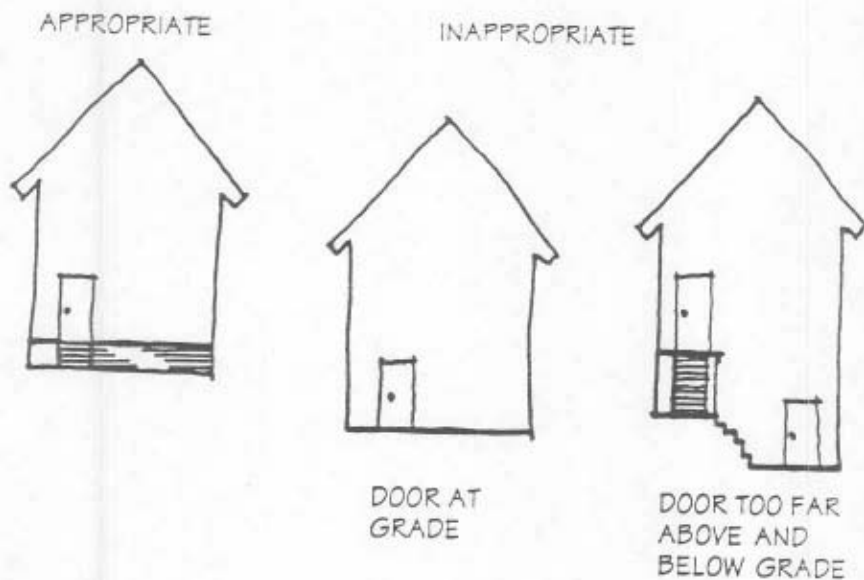
FOUNDATION: The support base upon which a building sits.

RECOMMENDED

1. New construction should reflect the prevailing sense of foundation height on contiguous buildings.

NOT RECOMMENDED

1. High, raised entrances if surrounding buildings are raised only two or three steps off the ground.
2. Designs which appear to hug the ground if surrounding buildings are raised on high foundations.



ENTRY: The actual and visually perceived approach and entrance to a building.

RECOMMENDED

1. Entrances may characteristically be formal or friendly, recessed or flush, grand or commonplace, narrow or wide. New buildings should reflect a similar sense of entry to that which is expressed by surrounding historic buildings.

NOT RECOMMENDED

1. Entrances which are hidden, obscured, ambiguous, or missing.
2. Designing approaches to buildings which are uncharacteristic within the area.

NEW ADDITIONS & ACCESSORY BUILDINGS

When designing a new addition to an historic building or a new accessory building such as a garage or storage building, the context to which the designer must relate is usually very narrowly defined by the existing buildings on the site. For the most part, the guidelines pertaining to new construction of primary structures (see previous section) are applicable to additions and accessory buildings as long as it is remembered that there is always a closer and more direct relationship with an existing building in this case. The following guidelines are specific to additions and accessory buildings and are particularly important when undertaking such a project.

RECOMMENDED

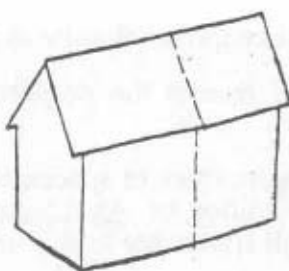
1. Accessory buildings should be located behind the existing historic building unless there is an historic precedent otherwise. Generally, accessory buildings should be of a secondary nature and garages should be oriented to alleys.
2. Additions should be located at the rear, away from the front facade.
3. The scale, height, size, and mass should relate to the existing building and not overpower it. The mass and form of the original building should be discernible, even after an addition has been constructed.
4. Additions and accessory buildings should be discernible as a product of their own time.

NOT RECOMMENDED

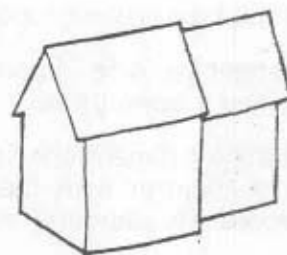
1. Obscuring significant architectural detailing with new additions.
2. Altering the roof line of an historic building in a manner which affects its character.
3. Additions which look as though they were a part of the original house. Additions should be differentiated from the original buildings.
4. Additions near the front facade and at the side.
5. Imitating historic styles and details although they may be adapted and reflected.



ORIGINAL
STRUCTURE

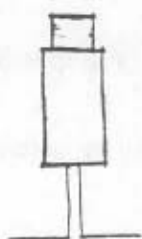


ADDITION
ADDITION NOT
DISTINGUISHABLE
FROM ORIGINAL STRUCTURE

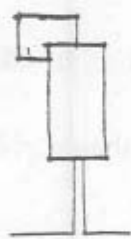


ADDITION
ADDITION LOOKS
ADDED TO ORIGINAL
STRUCTURE

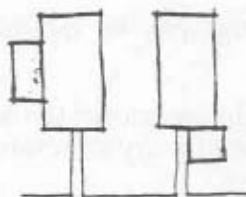
NEW ADDITIONS



APPROPRIATE



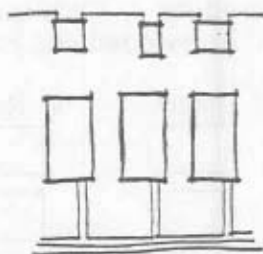
MAYBE



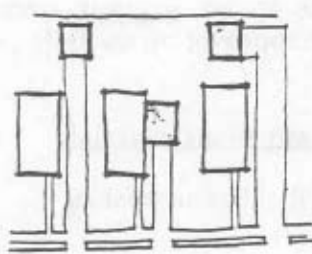
INAPPROPRIATE

INAPPROPRIATE
OUT BUILDINGS TO BE
IN SCALE WITH HOUSE

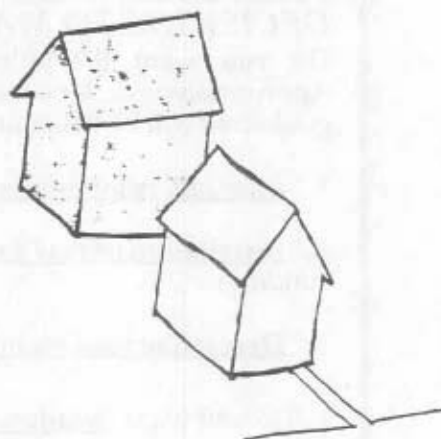
NEW GARAGES



APPROPRIATE



INAPPROPRIATE



HISTORIC DISTRICT SITE DEVELOPMENT AND LANDSCAPE GUIDELINES

RECOMMENDED

1. Maintain the original topographic character of a site as perceived from the street.
2. Off-street parking located at the rear of the properties, oriented toward alleys, and screened if appropriate.
3. Parking lot dimensions, including the size of spaces, traffic pattern, and turning radius are to conform with the latest edition of Architectural Graphic Standards or other accepted city standards so that all spaces are usable and accessible.
4. Privacy fences, if desired, that enclose only the rear yard.
5. Front yard fences, if desired, that are open in style and relatively low (usually not in excess of 42"). Picket, wrought-iron, or other ornamental fence may be appropriate, depending on the use of the property.
6. Trees that frame and accent buildings.

NOT RECOMMENDED

1. Significant changes in site topography by excessive grading or addition of slopes and berms.
2. Rear privacy fences which begin any closer to the street than a point midway between the front and rear facades of the primary structure.
3. Privacy fences which are over six (6) feet high.
4. Inappropriate fence types such as chain link, basket weave, shadow box, split rail, stockade and louvered.
5. Suburban massing of landscape materials and excessive foundation planting.
6. Decorative yard embellishments which are characteristic of an earlier era or a different place.

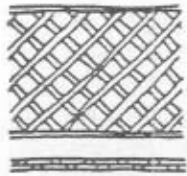
DECISIONS TO MAKE *(check one box)*

Do you want the following items to be **exempt** from needing a Certificate of Appropriateness. If so, no review or approval by the IHPC will be required and related guidelines will be voluntary.

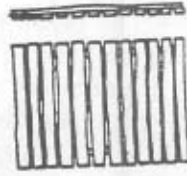
	Review	No Review
1. <u>Planting, trimming or removing any plant material.</u>	<input type="checkbox"/>	<input type="checkbox"/>
2.. <u>Installation of rear yard fencing</u> (behind an existing building).	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Decorative yard embellishments</u> (items, not structures)	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
4. Do you want " <u>shadow box</u> " to be a recommended" fencing style?	<input type="checkbox"/>	<input type="checkbox"/>

HISTORIC DISTRICT SITE DEVELOPMENT AND LANDSCAPING GUIDELINES

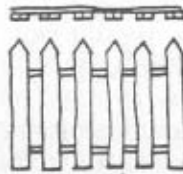
APPROPRIATE WOOD FENCES



LATTICE



SLAT

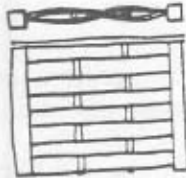


PICKET

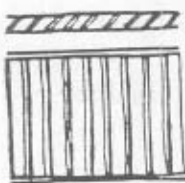
INAPPROPRIATE WOOD FENCES



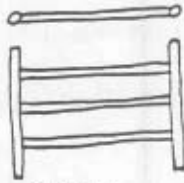
BOARD & BATTEN



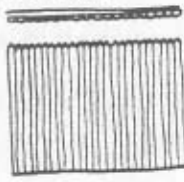
BASKETWEAVE



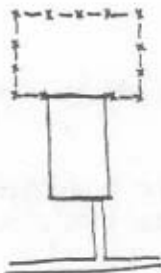
LOUVER



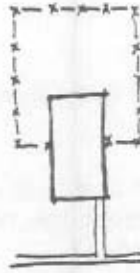
SPLIT RAIL



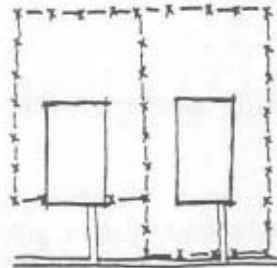
STOCKADE



APPROPRIATE
PRIVACY FENCE

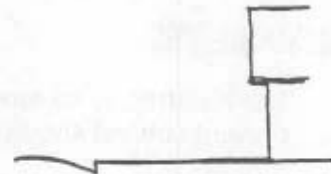


MAYBE

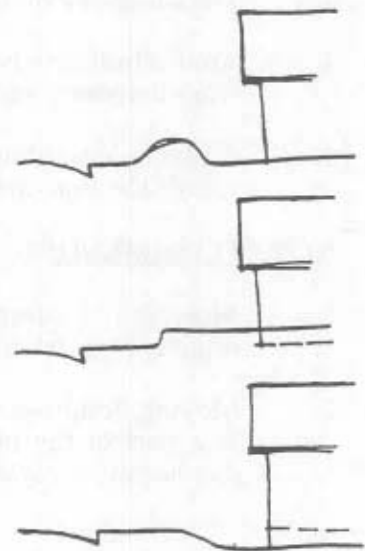


INAPPROPRIATE

TYPICAL SITE GRADING



INAPPROPRIATE



INAPPROPRIATE LAWN DECORATIONS

HISTORIC DISTRICT GUIDELINES FOR MOVING BUILDINGS

Historic buildings existing in the Historic Area should not be moved to other locations in the district. The moving of an historic structure should only be done as a last resort to save a building or possibly considered in the case where its move is necessary to accomplish development so critical to the neighborhood's revitalization that altering the historic context is justified. Moving a building strips it of a major source of its historic significance; its location and relationship to other buildings in the district. The existence of relocated buildings, especially in significant numbers, confuses the history of the district. The following guidelines are meant to assist in determining the appropriateness of moving a building.

RECOMMENDED

1. The building to be moved should be in danger of demolition at its present location or its present context should be so altered that it has lost significance.
2. The building to be moved should be compatible with the architecture surrounding its new site relative to style, scale, materials, mass and proportions.
3. The siting of a building on a new site should be similar to its previous site.
4. After a building is moved, covenants should be added to the deed detailing the type of work necessary for minimum proper restoration.
5. A plaque describing the date of the move and the original location should be placed in a visible location on the building.

NOT RECOMMENDED

1. Moving a building from outside the district if its loss will have a negative effect on its original neighborhood.
2. Moving buildings within the district. The existing location and relationship of buildings is a part of the neighborhood's history and gives us knowledge of historic lifestyles, development patterns, attitudes and neighborhood character.

HISTORIC DISTRICT SIGN GUIDELINES

RECOMMENDED

1. The location of signs on commercial buildings should conform with the traditional placement of signs on such buildings. On historic buildings the appropriate place is often on lintel strips above the store front.
2. The size, scale, color, shape, and graphics of commercial signs should be compatible with the building and the surrounding area.
3. Lighting should be subtle and be compatible with the historic character of the district.
4. Signs which identify home occupations should be:
 - a) identification only (not advertising)
 - b) no greater than one square foot of surface area
 - c) designed to be read at the entrance rather than from the street
 - d) discreetly mounted against the building
5. Lettering styles should be legible, message should be simple, and fabrication should be done with quality materials and craftsmanship.
6. A majority of the sign face should contain the business name and image.
7. Any temporary or incidental sign that is allowed by the sign Regulations of Marion County should adhere to the following guidelines:
 - a) Architectural features on the building should not be obscured, and
 - b) attachment to historic material should be done in such a way that any change is reversible.
8. Awning and canopy signs should be affixed flat or flush to the surface and scaled so as to not dominate the awning or canopy.
9. Historic signs inventoried in this plan should be retained and restored.
10. Window signs are signs that are affixed to or located on the interior side of a window, in such a manner that the purpose is to convey the message to the outside. These signs should be hand painted or silkscreened to the glass. Size and scale of the sign should relate to the window opening size. Allow at least eighty percent (80%) visibility through the window.
11. Signs should comply with all applicable ordinances and regulations.

NOT RECOMMENDED - Enforceable

1. Internally lighted signs and awnings.
2. Freestanding ground-mounted or pole signs, especially in residential areas.
EXCEPTION: A free standing ground-mounted or pole sign may be considered appropriate when used to identify an historic resource that is open to the public. Such signs should be pedestrian-oriented and simple in design.

3. Billboards or other off-premises advertising signs.
4. Signs identifying a home occupation, historic information, or neighborhood association membership should not:
 - a) be individually lighted
 - b) be freestanding
 - c) constitute advertising
5. Signs which conceal architectural details.
6. Signs which have negative impact on residential buildings.
7. Listing of products and services (not to exceed 10% of sign face and not detract from primary business identification).
8. Box signs that are constructed as independent box-like structures.
9. Flashing or animated signs.
10. Roof signs.
11. A projecting sign, unless it is pedestrian oriented and its location, size, style, method of attachment, material and lighting is compatible with the building to which it is attached as well as its surrounding context.

APPROPRIATE SIGN LOCATIONS AND TYPES



INAPPROPRIATE SIGN LOCATIONS AND TYPES



HISTORIC DISTRICT PARKING LOT GUIDELINES

RECOMMENDED

1. Hard surfaces including asphalt, concrete, brick, paver blocks.
2. Surface lots edged with concrete, stone, or brick curbing.
3. Orderly and efficient layout of parking spaces to minimize congestion and overcrowding, including pavement markings with durable paint indicating parking spaces and flow of traffic.
4. Use of existing alleys for access whenever possible.
5. Physical and visual barriers between parking areas and a public sidewalk, street, alley, and/or residential area. These may include but are not limited to a masonry or solid urban wall with a minimum height of 3' 6", landscaping and fencing or some combination of the above.
6. Lighting fixtures designed to be compatible with the context in which they are placed. Lights installed in lots adjacent to residential properties should be low and shielded to reduce glare.
7. Electrical lines to light fixtures automatic gates and attendant booths should be buried below grade.
8. Parking lot drainage and access curb cuts that meet standards established by DOT and DPW.
9. A minimum of one deciduous shade tree planted on the interior of the lot for every ten (10) parking spaces for any parking lot with twenty or more parking spaces.
10. Minimum sizes and spacing for required landscaping as follows:
 - A. Deciduous shade trees - two and one-half (2-1/2) inch caliper at six (6) inches above ground, with one (1) tree planted every fourth (40) feet on center.
 - B. Deciduous ornamental trees - one and one-half (1-1/2) inch caliper at six (6) inches above the ground, with one (1) tree planted every twenty-five (25) feet on center.
 - C. Multi-stemmed trees - eight (8) feet in height.
 - D. Densely twigged deciduous or evergreen shrubs - thirty-six (36) inches in height.
11. A ten-foot buffer with 100% of the linear distance screened between a parking area, a primary street, residential uses, and sidewalks, using trees meeting minimum size requirements and spacing, and one or a combination of the following:
 - A. Architectural Screen - a wall or fence that is simple in design and blends with the historic character of the district of one of the following:
 - a) a solid wall with a minimum height of 42", or
 - b) open wall or fence up to 72" (with a minimum height of 42") if sight barrier is less than 60% and is used in combination with a plant material screen.

- B. Plant Material Screen - a compact hedge of evergreen or densely twigged deciduous shrubs with a minimum ultimate height of thirty-six (36) inches.

NOTE: The remaining ground area shall be planted and maintained in grass or other suitable ground cover.

12. Replacement during the next planting season of any plantings that are required in a Certificate of Appropriateness and that have died or have been removed.

NOT RECOMMENDED

1. Railroad ties, landscape timbers or similar elements used as edging for surface parking lots.
2. New curb cuts whenever existing curb cuts or alley access is available.
3. Excessive widths for new driveways.
4. Residential or suburban fencing styles, including chain link.

HISTORIC DISTRICT DEMOLITION GUIDELINES

INTRODUCTION

This section explains the type of work considered in this plan to be demolition as well as the criteria to be used when reviewing applications for Certificates of Appropriateness that include demolition. Before receiving any permits or undertaking any work that constitutes demolition, a Certificate of Appropriateness or Authorization from the Indianapolis Historic Preservation Commission must be issued.

DEMOLITION DEFINITION

For the purpose of this plan, demolition shall be defined as the razing, wrecking or removal by any means of the entire or partial exterior of a structure. The following examples are meant to help define demolition and are not all-inclusive:

- 1) The razing, wrecking or removal of a total structure.
- 2) The razing, wrecking or removal of a part of a structure, resulting in a reduction in its mass, height or volume.
- 3) The razing, wrecking or removal of an enclosed or open addition.

Some work that may otherwise be considered demolition may be considered rehabilitation, if done in conjunction with an IHPC Certificate of Appropriateness for rehabilitation. Examples include:

- 1) The removal or destruction of exterior siding and face material, exterior surface trim, and portions of exterior walls.
- 2) The removal or destruction of those elements which provide enclosure at openings in any exterior wall (e.g., window units, doors, panels.)
- 3) The removal or destruction of architectural, decorative or structural features and elements which are attached to the exterior of a structure (e.g., parapets, cornices, brackets, chimneys.)

Examples of work not included in demolition:

- 1) Any work on the interior of a structure.
- 2)* The removal of exterior utility and mechanical equipment.
- 3)* The removal, when not structural integrated with the main structure, of awnings, gutters, downspouts, light fixtures, open fire escapes and other attachments.
- 4)* The removal of signs.
- 5)* The removal of paint.
- 6)* The removal of site improvement features such as fencing, sidewalks, streets, driveways, curbs, alleys, landscaping and asphalt.
- 7) The replacement of clear glass with no historic markings.

NOTE: Items 2,3,4,5 and 6 may be considered rehabilitation and require a Certificate of Appropriateness under other guidelines in this plan.

CRITERIA FOR DEMOLITION

The IHPC shall approve a Certificate of Appropriateness or Authorization for demolition as defined in this chapter only if it finds one or more of the following"

- 1) The structure poses an immediate and substantial threat to the public safety.
- 2) The historic or architectural significance of the structure or part thereof is such that, in the Commission's opinion, it does not contribute to the historic character of the structure and the district, or the context thereof.
- 3) The demolition is necessary to allow new development which, in the Commission's opinion, is of greater significance to the preservation of the district than is retention of the structure, or portion thereof, for which demolition is sought, and/or
- 4) The structure or property cannot be put to any reasonable economically beneficial use for which it is or may be reasonably adapted without approval of demolition.

The IHPC may ask interested individuals or organizations for assistance in seeking an alternative to demolition.

When considering a proposal for demolition, the IHPC shall consider the following criteria for demolition as guidelines for determining appropriate action:

Condition

Demolition of an historic building may be justified by condition, but only when the damage or deterioration to the structural system is so extensive that the building presents an immediate and substantial threat to the safety of the public. In certain instances demolition of selective parts of the building may be authorized after proper evaluation by the Indianapolis Historic Preservation Commission.

Significance

The Commission has the responsibility of determining the significance of a structure and whether it contributes to the district. It shall consider the architectural and historical significance of the structure individually, in relation to the street, and as a part of the district as a whole. These same considerations will be given to parts of the building. The Commission will also consider how the loss of a building, or a portion thereof, will affect the character of the district, the neighboring buildings, and in the case of partial demolition, the building itself. Buildings that are noted in the plan as non-contributing or potentially contributing shall be researched to confirm that there is no obscured architectural or historical significance.

In making its determination of significance, the Commission shall consider the following:

- 1) Architectural and historic information included in this plan.
- 2) Information contained in the district's National Register nomination (if one exists.)
- 3) Information contained in any other professionally conducted historic surveys pertaining to this district.
- 4) The opinion of its professional staff.
- 5) Evidence presented by the applicant.
- 6) Evidence presented by recognized experts in architectural history.

Replacement

Demolition of a structure may be justified when, in the opinion of the Commission, the proposed new development with which it will be replaced is of greater significance to the preservation of the district than retention of the existing structure. This will only be the case when the structure to be demolished is not of material significance, the loss of the structure will have minimal effect on the historic character of the district, and the new development will be compatible, appropriate and beneficial to the district.

To afford the Commission the ability to consider demolition on the basis of replacement development, the applicant shall submit the following information as required by the Commission or its staff:

- 1) Elevations and floor plans.
- 2) A scaled streetscape drawing showing the new development in its context (usually including at least two buildings on either side.)
- 3) A site plan showing the new development and structure(s) to be demolished.
- 4) A written description of the new development.
- 5) A time schedule for construction and evidence that the new construction will occur.
- 6) Any other information which would assist the Commission in determining the appropriateness of the new development and its value relative to the existing structure(s).

Economics

If requested by the applicant, the Commission shall consider whether the structure or property can be put to any reasonable economically beneficial use for which it is or may be adapted including (for income producing property) whether the applicant can obtain a reasonable economic return from the existing property without the demolition. The owner has the responsibility of presenting clear and convincing evidence to the Commission. The Commission may prepare its own evaluation of the property's value, feasibility for preservation, or other factors pertinent to the case.

To afford the Commission the ability to consider the economic factors of demolition, the applicant shall submit the following information when required by the Commission:

- 1) Estimate of the cost of the proposed demolition and an estimate of any additional costs that would be incurred to comply with recommendations of the Commission for changes necessary for the issue of a Certificate of Appropriateness.
- 2) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation.
- 3) Estimated market value of the property both in its current condition, and after completion of the proposed demolition to be presented through an appraisal by a qualified professional appraiser.
- 4) An estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.

HISTORIC DISTRICT DEMOLITION GUIDELINES

- 5) For property acquired within twelve years of the date an application for a Certificate of Appropriateness is filed:
 - amount paid for the property,
 - the date of acquisition,
 - the party from whom acquired, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was acquired, and
 - any terms of financing between the seller and buyer.
- 6) If property is income-producing, the annual gross income from the property for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
- 7) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
- 8) All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing or ownership of the property.
- 9) Any listing of the property for sale or rent, price asked and offers received, in any, within the previous two years.
- 10) Copy of the most recent real estate tax bill.
- 11) Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other method.
- 12) Any other information which would assist the Commission in making a determination as to whether the property does yield a reasonable return to the owners, e.g. proforma financial analysis.

WORKSHEET

List any guidelines with which there is disagreement (include reasons):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

WORKSHEET (Cont.)

List any guidelines with which there is disagreement (include reasons):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



Workbook Completion



At the completion of this section you may submit the completed workbook to the IHPC for its review and development into the Preservation Plan for your historic area. The final document will be presented to the neighborhood at a public meeting. First, the Indianapolis Historic Preservation Commission and subsequently, the Metropolitan Development Commission must approve the plan. Both of these actions occur at public hearing, where all property owners will be notified and will have an opportunity to attend and speak.